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WAR DEPARTMENT TECHNICAL MANUAL

DISPOSITION OF EXCESS AND SURPLUS PERSONAL MILITARY PROPERTY IN THE CONTINENTAL UNITED STATES

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TM 38-419

This manual supersedes TM 38-419, 1 July 1946, including C 1, 13 September 1946

DISPOSITION OF EXCESS AND SURPLUS PERSONAL MILITARY PROPERTY IN THE CONTINENTAL UNITED STATES

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BY ORDER OF THE SECRETARY OF WAR:

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SECTION I

GENERAL

1. Definitions

The following definitions apply to terms used in this manual.

a. AUTHORIZED ITEMS. Items which are authorized by the War Department or chiefs of technical services for storage and issue.

b. COMBAT MATÉRIEL. Ammunition and explosives of all kinds, poison gases, incendiaries, lethal weapons, fire-control equipment, tanks, and similar combat vehicles, tactical aircraft, and accessories and components of the foregoing.

c. CONTINENTAL UNITED STATES. The 48 states and the District of Columbia.

d. CRITICAL SHORT SUPPLY. An item is determined to be in critical short supply when total War Department assets are insufficient to meet requirements for the 18-month period subsequent to the date of such determination.

e. DECLARATION. The reporting of surplus property to a disposal agency.

f. DEMILITARIZATION. Mutilation, disarmament, and any other action required to render combat matériel innocuous or ineffectual for military use.

g. DETERMINATION OF SURPLUS. The decision by an authorized agency that property is surplus to the War Department.

h. DISPOSAL. The disposition of surplus property or salvage to an agency outside the War Department, accomplished by transfer, declaration, sale, donation, or by abandonment or destruction.

i. DISPOSAL AGENCY. A designated Government agency to which surplus property will be declared by an authorized agency of the War Department.

j. DISPOSITION OF EXCESS PROPERTY. The accomplishment of redistribution of excess property, or the determination of excess property as surplus.

k. DISPOSAL LEVEL. The maximum quantity which has been authorized to be retained as total stock on hand.

l. DISPOSITION QUANTITY. The quantity of total stock on hand over the disposal level.

m. EXCESS PROPERTY. Supplies exceeding those authorized for the particular organization, or supply component of the War Department.

n. GOVERNMENT AGENCY. Any executive department, board, bureau, commission, or other agency in the executive branch of the Federal Government, or any corporation wholly owned (either directly or through one or more corporations) by the United States.

o. MILITARY PROPERTY. All property held for issue, or use of, or issued to or for troops, military posts within the United States, and theaters of operation.

(1) *Personal property.* All property other than real property (as used in this manual, the term "property" always refers to personal military property, unless otherwise specified).

(2) *Real property.* Property consisting of lands and interests therein; leaseholds, buildings, improvements, and appurtenances thereto. It also includes piers, docks, warehouses, rights-of-way, and easements whether temporary or permanent and improvements permanently attached and ordinarily considered real estate. It does not include machinery, equipment, or tools which have not been affixed to, have been severed or removed from any such land or buildings, or may be so severed or removed without destroying the usefulness of the structure.

p. OBSOLETE ITEMS. Items which are determined as obsolete by the War Department and so designated by the chiefs of technical services.

q. REDISTRIBUTION. The distribution of property excess at one supply component to another supply component.

r. SEASONAL ITEMS. Items which are normally issued during one or more but not all seasons of the year.

s. SMALL LOT. A "small lot" shall consist of any item or group of identical items normally constituting a single entry on the surplus declaration form, the cost of which (estimated if not known) does not exceed $100.

t. STANDARD COMMODITY CLASSIFICATION NUMBER. The number assigned to a particular item, commodity, or group of commodities in the Standard Commodity Classification.

u. STAND-BY (UTILITY) ITEMS. Stand-by (utility) items are those items of supply which are needed to safeguard health, to insure uninterrupted operation of station facilities, or to prevent destruction of property. Such stocks are limited to the quantity required to meet immediate emergencies or needs.

v. SUPPLY COMPONENTS. Any separate station, installation, army command, technical service, or major command under the jurisdiction of the War Department.

w. SURPLUS PROPERTY. Property which has been determined to be surplus to the War Department.

x. TRANSFER. Disposal of property to agencies outside of the War Department.

y. UNAUTHORIZED ITEMS. Items designated by the War Department or chiefs of technical services as not authorized for storage and issue.

z. UNCLASSIFIED ITEMS. Items not yet classified by chiefs of technical services as authorized, unauthorized, or obsolete.

2. Purpose and Scope

a. The purpose of this manual is to establish complete and uniform policies and procedures for the determination and disposition of excess and surplus military property in the continental United States. Existing procedures have been revised and consolidated in order to expedite to the maximum the disposition of excess and surplus property.

b. The provisions of the manuel do not apply to the following categories of property:

(1) Army Air Forces procured property prior to its declaration as surplus.

(2) Technical Service procured property for which the Army Air Forces have exclusive storage and issue responsibility prior to its declaration as surplus.

(3) Real property.

(4) Nonmilitary property.

(5) Contractor inventory.

(6) Non-appropriated-fund owned property including Army Exchange Service and Army Motion Picture Service property.

(7) Adjutant General publications and blank forms.

(8) Information and Education Division property.

(9) Excess subsistence at posts, camps, and stations.

(10) Printing plant and photo-offset lithographic machinery and equipment.

3. Arrangement

The sequence of this manual has been arranged to reflect so far as possible the actual sequence of actions involved in the disposition of excess and surplus property. Section II covers the actions taken by station commanders to determine excess station stocks and to initiate processes leading to their ultimate disposition. Section III contains instructions for the disposition of surplus property at posts, camps, and stations. In section IV are contained instructions to depot commanders and technical service repair facility commanders regarding actions to be taken by them in the disposition of excess and surplus property. Section V defines responsibilities of the chiefs of technical services on this subject. Section VI deals with actions to be taken by the army commander and the commanding officer of the AAF command and chiefs of technical services in processing excesses of special categories of supply. Section VII covers procedures to be followed in the demilitarization of surplus property. Section VIII contains instructions for reporting monthly dispositions of excess and surplus property. Section IX establishes procedures for the inspection of surplus property at installations in the continental United States. Section X covers the procedure to be followed at installations at which a location sale of surplus property is being conducted by the War Assets Administration.

4. Security Instructions

All military property with a security classification will be cleared for security with the Intelligence

Branch of the appropriate technical service before being declared surplus.

5. Staff Supervision

Staff supervision over phases of operations involved in the disposition of excess and surplus military property is assigned as follows to the Chief, Supply Group; Service, Supply and Procurement Division, War Department General Staff:

a. Redistribution of serviceable excess property among stations, between stations and depots, and among depots of one technical service, and between technical services, including the Army Air Forces.

b. Declaration of surplus personal military property to disposal agencies, including preparation of necessary forms and records.

c. Direct disposal of surplus personal military property through donation, abandonment, destruction, or transfer to salvage.

d. Disposition of property by transfer to governmental and quasi-governmental agencies.

e. Direct sale of small lots of surplus property, and of salvage and scrap.

f. Redistribution of unserviceable excess property among repair facilities and between other installations and repair facilities.

g. Determination of items of combat matériel to be demilitarized under established policies; and the method and rate of demilitarization.

h. Determination of disposal level.

i. Reporting of disposals.

j. Care and handling of surplus personal military property pending disposal, including maintenance, segregation, and inventory accounting.

6. Changes

a. Changes to this manual will be supplied on a page basis, and will be published as required. As change pages are received they will be inserted in their proper places, and replaced pages removed.

b. Each page of the manual bears a date in its upper inside corner. This date is the date of the basic manual. Pages which represent changes will carry the date and number of the change.

c. Paragraphs are numbered consecutively throughout the entire manual. Paragraphs carrying decimal suffixes indicate newly added material; for example, a paragraph numbered 64.1 represents the first main paragraph following paragraph 64.

d. Pages are numbered consecutively throughout the manual. If new pages are added within the manual the added pages will carry alphabetical suffixes—A, B, C, etc. For example, if a new page is added between 22 and 23, the page will be numbered 22A. A second additional page in the same place would be numbered 22B, etc.

SECTION II

EXCESS MILITARY PROPERTY—DETERMINATION AND DISPOSITION AT POSTS, CAMPS, AND STATIONS

7. General

a. This section establishes policies and procedures for the determination and disposition of excess military property, except those categories referred to in paragraph 2*b* and in *b* below, of all technical services which are stocked at posts, camps, and stations within the continental limits of the United States. Stocks held for local issue at technical service and Army Air Forces depots, under control of the depot property officer, are considered as station stocks.

b. The following categories are to be acted upon in accordance with the provisions of section VI:

(1) Coal.

(2) Athletic and recreational (Special Services) supplies and equipment, including

(*a*) Recreation room furniture and furnishings.

(*b*) Armed Services editions (Council Books).

(3) Chaplains' supplies including organs, and other chapel and chaplains' equipment.

(4) Engineer repairs and utilities supplies (except for those items which are included in par. 15).

(5) Petroleum products (other than those peculiar to Army Air Forces).

(6) Quartermaster bakery, laundry, and dry-cleaning machinery and equipment.

(7) Special categories of property at contractor operated class II installations, military construction projects, including those projects under the Manhattan District, Corps of Engineers.

(8) Ammunition, explosives, chemical agents, and chemical munitions.

(9) Ordnance vehicles.

c. The depot or designated classification or repair installation will report flagrant or recurring instances of noncompliance by stations with the instructions of this manual to the army or the air matériel area commander. Failure of the depot or classification or repair installation to issue disposition instructions within the time limits and in the manner prescribed herein will be reported by the station commander to the appropriate chief of technical service through the army or air matériel area commander concerned.

8. Monthly Examination of Records

Station stock records will be examined at least monthly by station supply officers to verify the classification of items as obsolete, unauthorized or authorized, and to determine quantities which may be considered as excess.

9. Unauthorized and Obsolete Items

a. Except as noted in *b* below, all quantities of unauthorized and obsolete items and all spare parts peculiar thereto on hand in station stocks and station repair facilities, whether serviceable or unserviceable, will be disposed of as scrap, salvage, or surplus by the station commander without reference to higher authority in accordance with section VII, Procurement Regulation 7, within 5 days after determining that items are in these categories, unless specifically directed otherwise by the appropriate chief of technical service.

b. Unauthorized and obsolete items in use and spare parts required for their continued operation may be retained unless otherwise directed by the appropriate chief of technical service.

c. Chiefs of technical services will keep station and depot commanders currently advised of all unauthorized and obsolete items pertaining to their service.

10. Authorized and Unclassified Items—Determination of Excess Quantities

Quantities on hand falling within the following classifications will be considered excess:

a. The quantity on hand of serviceable items

which exceeds the station control level, except that—

(1) Housekeeping equipment will be considered as excess where the quantity on hand at all stations (except those stations to be declared surplus) exceeds the quantities authorized for retention in accordance with the provisions of section II, WD Circular 4, 1947.

(2) All stations which are to be declared surplus will determine as excess all quantities of housekeeping equipment in excess of actual requirements on a progressive basis consistent with the planned rate of inactivation.

(3) Property which has been frozen by proper authority at an installation for transfer with the installation as a complete operating unit to an appropriate agency or organization will not be considered as excess.

b. All quantities on hand of serviceable items which have been issued less than three times during the preceding 90 days, except for seasonal stand-by (utility) items.

c. Quantities of unserviceable items on hand, except the following: Unserviceable items (1) on hand in repair shops which can be repaired within the scope and capacity of local shops for repair and return to user or (2) on hand for repair for return to local stock.

11. Authorized and Unclassified Items—Categories of Serviceable Excesses Requiring No Disposition Action

Disposition action on the following categories of serviceable items will not be taken by the station commander unless specifically directed by the chief of technical service:

a. Quantities of items in excess of the station control level which are expected to be issued during the next 30 days.

b. Quantities which are less than the standard package or packing unit in which the item was received.

12. Authorized and Unclassified Items—Disposition of Serviceable Excesses

Except for those authorized and unclassified items covered in paragraphs 15 and 16 and section VI of this manual, quantities of excess serviceable station stocks including serviceable repaired items from Army repair facilities other than items repaired for return to user, will be processed as follows:

a. Excess Reports to Depots. Excess stock will be reported to depots designated by chiefs of technical services in accordance with schedules furnished by the designated depots, except for items covered in *c* below (regulated items). These schedules will provide that stations will report as frequently as possible consistent with the ability of the depot to process the excess reports. The schedules will provide that a station will report *at least* once every calendar 30 days. Negative reports will be submitted.

b. Station Excess Serviceable Stock Report (Reports Control Symbol WDGSP–81). Excess items to be reported will be listed on WD AGO Form R–5084 (Station Excess Serviceable Stock Report) (see fig. 1). These forms will be reproduced locally, in size 8 x 10½ inches showing title, date, reports control symbol, and AGO form number.

(1) The excess reports will be prepared in triplicate and will be numbered serially for each technical service represented at the station. Two copies of each report will be forwarded to the appropriate depot designated by the chief of technical service and the third copy will be retained by the reporting agency.

(2) Once reported, excess stocks will immediately become subject to the control of the depot and will not be issued by the station without depot authorization except in emergencies. Release of reported quantities required for issue by the station may be obtained by written request annotated "Release of Reported Excesses" or by telephone request confirmed in writing. An action copy of the request will be returned to the station which will serve as a formal authorization for the release of these quantities. In cases of emergencies, the station may issue the stocks as necessary, immediately notifying the depot of the items and quantities consumed.

(3) Quantities reported to the depot as excess will be posted to the station stock record card as a memorandum entry which will be further identified by affixing the serial number of the applicable excess report. In preparing subsequent reports, this entry will be referred to in order to avoid reporting the same quantity more than once.

STATION

TECHNICAL SERVICE SECTION

REPORT NUMBER

STATION EXCESS SERVICEABLE STOCK REPORT

REPORTS CONTROL SYMBOL WDGSP-81.

DATE

PAGE OF PAGES

ITEM NO.	STOCK NUMBER	NOMENCLATURE	UNIT OF MEASURE	STATION CONTROL LEVEL	ON HAND	EXCESS	STATION REMARKS	DEPOT ACTION

WD AGO FORM 21 DEC 1946 R-5084

NOTE: Local reproduction is authorized.
Previous editions are obsolete

(Actual size 8"x10½")

Figure 1. WD AGO Form R–5084 (station excess serviceable stock report).

(4) Condition of serviceability will be indicated in the "Remarks" column of the excess report if required by technical service instructions.

c. Regulated Items. Excess reports covering regulated items will be dispatched to agencies designated by the appropriate chief of technical service. Disposition instructions on excess reports covering these items will be furnished by the designated agency within 30 working days from the date of submission of the excess reports.

d. Authorized Disposition Instructions. (1) Upon receipt from stations of reports of excess quantities, the depot will indicate on the action copy of the report the disposition action to be taken by the station for each item listed thereon. The action copy will be returned to the station promptly and in all instances within 30 working days from date of report. Disposition action shown in the "Depot Action" column of the report will indicate one of the following actions to be taken:

(*a*) Shipment to a depot or other technical service installation. This instruction will be limited to items in "critical short supply."

(*b*) Shipment to a station to fill an open requisition. This will normally be limited to case lots.

(*c*) Storage at the station under depot accountability. Utilization of space at the posts, camps, and stations for storage under depot accountability is subject to approval of the appropriate army or air matériel area commanders. Such approval will signify that storage space is available and that adequate care, handling, guard, and fire protection can be provided by the station. Direct communication between the technical service depots and the

army and the air matériel area commanders is authorized to effect arrangements for the storage of excess stocks at stations under depot accountability.

(*d*) Authorization to the station to determine the excess quantities to be surplus and to dispose of them in accordance with Procurement Regulation 7.

(2) To prevent unnecessary reporting, disposition instructions authorized in (1) above may be furnished in advance on selected items by the technical service installations.

13. Authorized and Unclassified Items—Disposition of Unserviceable Excesses

Scrap and uneconomically repairable items will be screened out, and only economically repairable items to be repaired for return to depot stock will be evacuated to installations designated by the chiefs of technical services. These items, if excess, will not be immediately moved physically to designated technical service installations. Station commanders will report by air mail letter to the designated installations the items in question for specific disposition instructions as indicated in paragraph 12*d*.

a. Items or classes of equipment of special nature, size, or combination of these characteristics such as heavy construction equipment, will be inspected at the station by technically qualified personnel prior to shipment to appropriate installations.

b. Full utilization will be made of station laundry and cleaning facilities to accomplish necessary cleaning of clothing and textile items prior to shipment. It is intended that matériel shipped to technical service installations will be ready for repair upon receipt. In the event that laundry or cleaning facilities are not available at the post, camp, or station, provisions will be made at other military installations, or by commercial contract, for these necessary operations prior to shipment to a technical service installation.

c. Shipment will be made in the most expeditious but economical manner and in every case the advance copy of the War Department shipping document will be forwarded to the receiving installation by the fastest available means of communication.

d. Unserviceable items determined in accordance with existing regulations to be uneconomically repairable will be disposed of by the station commander as surplus, scrap or salvage.

14. Assistance to Posts, Camps, and Stations, Including Class III Installations

Supplying depots will furnish assistance in obtaining military nomenclature and description and its commercial equivalent which are required by posts, camps, and stations including class III installations to complete satisfactorily the surplus declaration forms.

15. Determination and Disposition of Essential Protective and Maintenance Equipment at Installations

a. General. Items already on hand at posts, camps, and stations including command class III installations, which are necessary for fire fighting and police protection, and maintenance items which are required for continuing operation of power plants, water works, sewage disposal plants, and similar utilities will be determined as essential protective and maintenance equipment, and in general will not be removed from the installation or otherwise disposed of except by declaration as surplus to the disposal agency designated to dispose of the real estate, or by transfer to the Government agency acquiring the real estate. In the event the agency disposing of or acquiring the real estate has indicated in writing that it does not desire such items, normal disposal action will be taken. However, items of the above categories which are in critical short supply will be removed from the installation after efforts have been made to furnish adequate substitute items or upon termination of the "loan period" in accordance with the procedures outlined in *d* below.

b. Responsibility for Determination. The determination of items of essential protective and maintenance equipment as defined in *a* above is a responsibility of the installation commander. For purposes of coordination, a representative of the appropriate division engineer will be requested by the installation commander to assist in the determination of this equipment. The installation commander will base such determination on

the minimum needs to provide adequate facilities described in *a* above but will not include items of secret or confidential equipment.

c. DETERMINATION—WHEN MADE. The determination of quantities of essential protective and maintenance equipment will be made immediately for all installations scheduled to become surplus in the War Department Program of Installations and for other installations as soon as the installation becomes excess to the using agency and is so reported to the War Department with the recommendation that it be determined surplus.

d. DISPOSITION PROCEDURES. Upon determining those items of essential protective and maintenance equipment, installation commanders will take action outlined below on all items so determined in order to ascertain whether or not any items are in critical short supply.

(1) *Repairs and utilities.* Class I and II installations will submit to the appropriate army commander a written list of all items of repairs and utilities essential protective and maintenance equipment determined in accordance with the provisions of *b* above. Class III installations will notify the commanding officer of the appropriate AAF major command of repairs and utilities essential protective and maintenance equipment determined in accordance with *b* above. The army commander and the commanding officer of the army air force command will within 15 days from receipt of the list, advise the station of those items on the list which are not in critical short supply and will authorize the station to dispose of these items as surplus in accordance with the provisions of *a* above. For those items which are in critical short supply, the appropriate army commander and the commanding officer of the army air force command will, within 15 days from receipt of the list, direct shipment of such substitute items as are available within their respective commands and will advise the installation concerned accordingly. A list of items for which substitutes have not been provided by the army commander will, within 15 days from receipt of the installation list, be forwarded to the Chief of Engineers for further action. The commanding officer of the army air force command will within 15 days from receipt of the installation list, forward to the Commanding General, Army Air Forces, a list of items for which substitutes have not been provided. Information copies of these lists will be sent to the installation concerned. The Chief of Engineers and the Commanding General, Army Air Forces, within 15 days from receipt of the list will whenever necessary determine by coordination the availability of substitutes in the combined commands, will direct shipment of such additional substitutes as are available to meet the requirements of the station, and will notify the installation of items for which suitable substitutes can, and which cannot, be furnished.

(2) *Other technical service supplies.* A list of items of essential protective and maintenance equipment other than repairs and utilities supplies will be forwarded by class I, II, and III installation commanders direct to the appropriate supplying depot in order to ascertain whether or not the items are in critical short supply. The supplying depot will, within 15 days from receipt of the installation list—

(*a*) Advise the installation of all listed items which are not in critical short supply.

(*b*) Direct shipment to the reporting installation of such substitute items as are available to replace items in critical short supply.

(*c*) Forward to the appropriate chief of technical service for further action a list of items for which substitutes have not been provided by the supplying depot. (An information copy of this list will be sent to the installation concerned.) The appropriate chief of technical service will, within 15 days from receipt of the depot list, direct shipment of such additional substitute items as are available to meet the requirements of the reporting station, and will notify the installation of items for which suitable substitutes cannot be furnished.

(3) *Action by installation on receipt of substitute items.* Upon receipt of adequate substitute items by the installation, those items which are in critical short supply will be shipped automatically from the installation to the appropriate depot, or for repairs and utilities supplies will be reported to the appropriate army commander or the commanding officer of the army air force command for disposition instructions.

(4) *Action on items for which substitutes cannot be furnished.* (*a*) Items in critical short

supply for which no suitable substitutes can be furnished will, prior to release of custody of the installation by the division engineer, be reported by the division engineer to the appropriate depot or command for disposition instructions and will be removed from the installation in accordance with these disposition instructions.

(*b*) Exceptions to the above are authorized for minimum equipment essential for fire protection and maintenance of essential utilities. These items, if required, will be turned over by the division engineer to the disposal agency on a loan basis for a period of 90 days or until such time as the installation is disposed of by the disposal agency, whichever date is earlier. Upon termination of the loan period, the appropriate division engineer will take action indicated above to remove the equipment from the installation unless it is obvious that the recovery value of the item is negligible, in which case the division engineer is authorized to declare the item surplus.

e. Accountability Procedures. (1) Quantities of items of essential protective and maintenance equipment determined in accordance with *b* and *c* above will be retained on the stock record account of the appropriate supply officers or post engineer until such time as the installation is determined surplus by the War Department. Quantities of these items will be clearly marked on the stock record accounts as "essential protective and maintenance equipment." On the date the installation is determined surplus by the War Department, such items will be transferred by means of a War Department shipping document (except for R and U items, which will be transferred in accordance with the provisions of TM 5–601) to a representative of the division engineer who has been designated to assume accountability for the real property at the installation. At such time as the real property of the installation or any portion thereof is declared to a disposal agency or transferred to a governmental agency, the items of essential protective and maintenance equipment required by the installation or portion thereof, except for those items covered in *d*(4) above, will also be declared or offered for transfer with the real property. When disposal of the real property is by declaration to the WAA, the appropriate regional office of the WAA will be notified in advance of the date on which the surplus declaration form covering the accompanying personal property is prepared and ready for dispatch. The regional office of the WAA may designate a representative to whom the form may be submitted at the installation site and who shall be authorized to accept the declaration. If declaration is not submitted to such a representative of WAA at the site, it shall be dispatched to the appropriate regional office of the WAA. In the event the agency disposing of or acquiring the real estate has indicated in writing that it does not desire certain items, normal disposal action for these items will be followed.

(2) In the event property at an installation or portion thereof is frozen by competent authority, and submission of inventory is directed, items of essential protective and maintenance equipment, as defined in *a* above, will be excluded from such inventories. The installation commander will determine which items of essential protective and maintenance equipment are necessary for the portion of the installation to which the freeze order pertains, and will notify the division engineer so that such items may be included in the transfer or disposal of that portion of the real estate.

16. Determination and Disposition of Essential Operating Equipment at Airfields

a. Definition. Essential operating equipment at airfields includes airdrome control communication equipment, field lighting systems, range lights, permanently installed tanks, full servicing systems and units, flying field and hangar equipment of general use in the maintenance of many or all types of aircraft such as wing jacks and tow bars, graders, scrapers, concrete mixers for runway repairs, snow removal equipment, firefighting equipment, mowing machines, rakes, compressors, hoists, control towers, radio range, and wind indicating equipment. It does not include items—

(1) Containing a security classification.

(2) Incorporated within the housing areas of the installation.

(3) Of combat matériel.

(4) Of weather and weather communications equipment, other than wind indicating equipment, except on the officially stated desire and ability of a United States Government agency authorized to operate the specific type installations involved.

b. Procedure for Determination. The determination of items of essential operating equipment at airfields is the responsibility of a joint board, comprised of representatives of the commanding general, army air forces, the chief of engineers, and the Civil Aeronautics Administration acting for the WAA. The board will be convened at the request of the installation commander upon notification that the station will be determined surplus. Only the WAA or its authorized representative will disclose to acquiring agencies information concerning equipment determined essential for the operation of the airfield.

c. Procedure for Disposition. Procedures for disposition of essential protective and maintenance equipment contained in paragraph 15 apply also to items of technical service personal military property categorized as essential operating equipment at airfields. However, the exception authorized in paragraph 15 *d* (4) (*b*) does not apply to essential operating equipment at airfields.

17. Replacement of Operating Equipment

a. General. In the past, items of essential operating equipment have been removed from various surplus Army airfields due to the absence of directives authorizing the turn-over of this equipment with the airfield. In certain instances where it is to the interest of the Government and the War Department to replace in whole or in part operating equipment at these airfields the procedures indicated below will be followed to effect such replacement

b. Action by Army Air Forces. The War Assets Administration will initiate a request for essential operating equipment to the Commanding General, Army Air Forces. Upon receipt and approval of such a request, the Commanding General, Army Air Forces, will request the Civil Aeronautics Administration to initiate a survey to determine the minimum essential operating equipment required. A list of the equipment recommended by the CAA survey will be forwarded by the Commanding General, Army Air Forces, to the Commanding General, Air Matériel Command, requesting that those items listed which have not previously been turned over with the airport be supplied in accordance with the following priority:

(1) An attempt will first be made to supply items from declared surplus stocks stored in army air force facilities. An adjustment of prior declaration (WAA Form 1001.1) will be submitted to the War Assets Administration to advise them of the change in location of the equipment. However, prior approval will be obtained from the appropriate office of the WAA before accomplishing a WAA Form 1001.1.

(2) If the items are not available from this source, the Air Matériel Command will attempt to supply the items from declared surplus stocks which have already been shipped to WAA warehouses. However, prior approval will be obtained from the WAA before accomplishing a WAA Form 1001.1.

c. Action by Army Commanders. (1) If the equipment requested cannot be supplied from *b* (1) and (2) above, the Air Matériel Command will furnish the appropriate army commander with a list of the remaining items. The army commander will endeavor to supply remaining items from surplus stocks declared by installations under his control in accordance with procedures outlined in *b* (1) and (2) above.

(2) If the army is unable to furnish all remaining items from surplus stocks, the request will be referred to the appropriate chief of technical service for further action.

(3) Army commanders will advise the Commanding General, Air Matériel Command of the action taken under the provisions of *c* (1) and (2) above.

d. Action by Chief of Service. (1) The appropriate chief of technical service will attempt to supply remaining items in accordance with procedures outlined in *b* (1) and (2) above and if the equipment is not available from surplus stocks, the chief of technical service will direct that it be supplied from available technical service stocks provided such items are not in critical short supply.

(2) Chiefs of technical services will advise the Commanding General, Air Matériel Command of the action taken under the provisions of *d* (1) above.

e. Prior Clearance. (1) Before shipping any essential operating equipment to an installation

either from declared surplus or nonsurplus stocks, the WAA regional office to whom the real property of the airfield has been declared will be notified and requested to complete negotiations for turning the items of essential operating equipment over to local, state, or government agencies in accordance with SPA–16.

(2) Items will be shipped to the representative of the division engineer having custody of the real property at the airfield. Upon receipt of the items at the airfield, the representative of the division engineer will assume accountability for the items and in the case of nonsurplus stocks will declare the items to the WAA regional office to whom the real property had been declared. Upon receipt of instructions from the WAA regional office, the items will be turned over to the local, state, or government agency acquiring the airfield.

18. Action by Station Supply Officer on Receipt of Depot Disposition Instructions

Upon receipt of disposition instructions from the depot or technical service classification or repair installation, the station supply officer will take disposition action as follows:

a. Where Shipment to Another Installation Is Directed. (1) The necessary shipping documents will be prepared as prescribed in TM 38–403, in order to accomplish shipment within 5 days.

(2) The depot or technical service classification or repair installation will be furnished with an advance copy of the War Department shipping document if shipment is made from the station to the depot or classification or repair installation, and an information copy of a shipping document where shipment is made to another destination. Each shipping document will be identified by the name of the installation which furnished disposition instructions and the date on which such instructions were furnished.

b. Where Storage at Station Under Depot Accountability Is Directed. (1) The depot will be furnished two copies of the shipping document covering the transfer from station stock to storage under depot control and accountability.

(2) The quantities will be segregated physically from station stocks.

(3) In the event items stored at a station under depot accountability are subsequently determined by the depot to be surplus, the depot will transfer accountability by means of a War Department shipping document to the station surplus property officer. The station surplus property officer will then prepare the necessary declarations to the disposal agency.

c. Where Depot or Technical Service Classification or Repair Installation Has Directed That Excesses Be Processed as Surplus. Such quantities will be dropped from the stock record account or the unserviceable property record of the station supply officer concerned and transferred to the station surplus property officer by means of completed surplus declaration forms within 5 days from the date of receipt of disposition instructions except in instances where an additional 10-day extension has been granted in order to permit inspection of the surplus property by disposal agency inspectors.

19. Time Limit for Shipping Excesses

When excesses are ordered to be shipped from the station, such action will be made as directed within 5 days unless there have been unexpected changes in issue demand at the station and specific authority is obtained from the depot or technical service classification or repair installation canceling or amending disposition instructions previously furnished.

20. Determination of Serviceability, Marking, and Packing

a. Unless specifically directed otherwise by the chief of technical service, the station commander is responsible that only serviceable supplies are returned to the control of the depot. Whenever the serviceability of an item is in question, it will be considered as unserviceable until definite classification indicates otherwise. Items being shipped will be packed and marked in accordance with instructions from the chief of technical service.

b. In the event subsequent station inspections indicate that certain items, which were included in the excess serviceable stock reports are unserviceable and were therefore improperly reported, the item will be dropped from station

stock record account and picked up on the station unserviceable property record in accordance with the procedure prescribed in TM 38–403. The depot to which the items were reported will be notified accordingly.

21. Processing Excess Reports From Stations Scheduled for Inactivation

a. Where a station is scheduled in the War Department publication "Program of Installations" to be determined surplus or to become permanently inactivated, excess reports submitted by such stations during the 90 days prior to the scheduled closing date will be processed as follows:

(1) Depots and technical service classification or repair installations will give first priority to processing excess reports submitted in accordance with paragraphs 12 and 13 by stations referred to above, and will furnish the station with disposition instructions covering such reports within 10 working days from the date of receipt of the report.

(2) If excess items not in critical short supply are stored at the station on depot accountability, a request for a specific allocation of funds to cover this special project for the shipment of this matériel to depots should be submitted by the station commander through command channels to the War Department, supported by detailed justification to include—

(*a*) Necessity for movement.

(*b*) Estimated total dollar cost of movement.

(*c*) Quantities and categories of items involved.

(*d*) Estimated acquisition cost of items involved.

b. During the 90-day period prior to the closing date, depot and technical service classification or repair installation commanders will insure that prompt and complete disposition instructions are given in order to insure that the final inventory of station stocks is reduced to a minimum both as to quantity and number of items remaining on hand.

SECTION III

SURPLUS MILITARY PROPERTY—DISPOSITION AT POSTS, CAMPS, AND STATIONS

22. General

This section establishes policies and procedures for processing quantities of surplus military property at posts, camps, and stations. This section is not applicable to items being disposed of as a "small lot" through the station salvage officer. It is not applicable to those categories of property listed in paragraph 2*b*. Stocks held for local issue at technical service and army air force depots under control of the depot property officer are considered as station stocks.

23. Responsibility for Surplus Military Property

a. Army commanders, air matériel area commanders, and the chiefs of administrative or technical services for class II installations are responsible for the declaration and disposition of surplus military property at all installations under their respective commands until such time as responsibility is assumed by the army commander as outlined in *b* below. At all installations except those under their command, the responsibility of the chiefs of technical services for such stocks terminates when a quantity has been determined surplus and is dropped from the station stock record account and transferred to the station surplus property account.

b. The army commander will continue to exercise responsibility, including provision for accountability as contemplated in paragraph 25, for surplus military property at surplus class I installations on the date when such installations are declared surplus by the War Department. In addition, the army commander will assume responsibility, including provision for accountability as contemplated in paragraph 25, for declared surplus military property at surplus class II and III installations within the geographical limits of the army area when such installations are declared surplus to the War Department provided that no excess personal military property at the installation remains to be declared surplus to a disposal agency or otherwise disposed of.

24. Relationship With Division Engineer's Responsibility for Surplus Stations

Except for the transfer of responsibility for declared surplus military property at surplus installations to the army commander, all other currently established responsibilities of the division engineer with respect to surplus posts, camps, and stations, are in no way affected. The transfer of responsibility for declared surplus military property at surplus installations to the army commander is not applicable to those surplus stations at which the division engineer has already assumed control.

25. Surplus Property Officer

a. The army commanders, Commanding General, Army Air Forces, and chiefs of administrative or technical services for class II installations will direct station commanders to appoint a surplus property officer for station surplus military property at each installation under their respective commands, except as indicated in *b* below.

b. The army commander's responsibility for the appointment of a station surplus property officer at class I installations will continue when such installations are declared surplus to the War Department. In addition, the army commander will designate a surplus property officer for each surplus class II and III installation within the geographical limits of the army area when the installation is declared surplus to the War Department provided that no excess personal military

property at the installation remains to be declared surplus to a disposal agency or otherwise disposed of.

c. At surplus installations where quantities of surplus military property on hand do not warrant the establishment of a resident surplus property officer, the army commander may direct that the surplus property officer at another station under his command will become accountable for the surplus stocks at the surplus installation. Where it is not feasible to follow such procedure, and then only as a last resort, the army commander may direct that such property be shipped to the surplus property officer at an adjacent station under his command. Such action will not be initiated until it has been determined from the disposal agency that the surplus matériel has not been sold or sales action taken to dispose of it. The regional office of the disposal agency will be notified of the proposed change in physical location of any stock prior to its removal.

26. Responsibilities of Station Surplus Property Officer

The following functions are responsibilities of the station surplus property officer in connection with surplus military property of all technical services, including surplus repairs and utilities supplies:

a. Acceptance and assumption of direct responsibility as defined in AR 35–6520 for such quantities of surplus military property as are transferred by station supply officers or the post engineer to the physical custody of the station surplus property officer for processing as surplus.

b. Acceptance of accountability for all quantities (including nonsegregated quantities) of property which are determined by the appropriate station supply officer or post engineer to be surplus, and for which accountability is transferred on completed surplus declaration form.

(1) Acceptance of accountability will be accomplished by signing one copy of the surplus declaration form after verifying that quantities are correct and after insuring that the descriptive data furnished for each item are adequate to permit submission of the surplus declaration form to the disposal agency.

(2) In instances of surpluses which are not transferred to the physical custody of the station surplus property officer, the station surplus property officer, upon assuming accountability for such property, will immediately issue such property to the responsible station supply officer or post engineer on memorandum receipt which will be noted "Declared Surplus."

c. Establishment and maintenance of a surplus property stock record account. WD AGO Form 421 (Stock Record Card) may be used for this purpose. One copy of the surplus declaration form will be used as a debit voucher. The surplus property account will show in separate columns by date of action: Receipts, shipments, withdrawals, and balances on hand.

d. Storage and warehousing of surplus property which is physically moved from station stocks to warehouses and areas under the physical custody of the station surplus property officer designated by the station commander.

e. Editing and dispatch of completed surplus declaration forms for items received as surplus within 5 working days after the date of receipt of accountability for the surplus property. The station surplus property officer is responsible that surplus declaration forms submitted to the disposal agency incorporate all descriptive data required by the latter to accomplish sale or transfer. In those cases where the personal property is being declared by direction of higher authority to the same agency as the real estate in order to preserve an operating entity, the surplus declaration form will be forwarded to the division engineer for transmittal with the declaration of real estate. The essential protective and maintenance equipment contemplated in paragraph 15 will not be included in this declaration of personal property, but will be listed with the real estate and declared as part of it by the division engineer.

f. Acting as liaison and contact officer for the station commander in all transactions and correspondence with disposal agency representatives.

g. Packing, crating, and shipping surplus stocks under his physical custody upon receipt of shipping instructions from the disposal agency. Packing surplus stocks under his custody prior to shipment will be done only to the extent necessary to preserve them in their present condition until received at the destination designated by the disposal agency.

h. To receive and process surplus declaration forms submitted by posts for excess property returned from oversea theaters. Such property will be processed through the account of the surplus property officer.

27. Responsibilities of Station Supply Officers

The following functions are responsibilities of the station supply officers, including the post engineer, in connection with surplus military property:

a. Determination that quantities transferred to the accountability of the station surplus property officer correspond to quantities shown on the surplus declaration form covering the transfer of accountability.

b. Storage, warehousing, and earmarking of surplus property (in accordance with the provisions of Procurement Regulation 7) that has not been physically transferred to the station surplus property officer.

c. Packing, crating, and shipping of surplus stocks not transferred to the physical custody of the surplus property officer upon receipt from the station surplus property officer of disposal agency shipping instructions. Packing nonsegregated surplus stocks prior to shipment only to the extent necessary to preserve them in their present condition until received at the destination designated by the disposal agency.

d. Assumption of direct responsibilty as defined in AR 35–6520 for nonsegregated stocks of surplus military property until disposal action has been taken.

e. Preparation and delivery of the surplus declaration form to the station surplus property officer within 5 working days after determination as surplus (except in instances where an additional 10-day extension is granted in order to permit inspection of the property by disposal agency inspectors), including on such form complete and accurate military nomenclature as well as adequate civilian or commercial descriptive data, condition code, and cost (estimated if not known).

f. Except in instances where the disposal agency has requested the declaration of specific items regardless of cost, the determination to insure that "small lots" and scrap are not transferred to the station surplus officer but are transferred to the appropriate salvage officer.

g. Determination that no requests are made to withdraw for station stock, quantities on the surplus account which already have been declared to disposal agencies, except with the prior approval of the appropriate army commander, air matériel area commander, or the chief of technical service concerned for class II installations, and of the disposal agency concerned.

h. Furnishing assistance upon request of the station surplus property officer in technical matters pertaining to identification and classification of stocks in the surplus property account.

i. Demilitarizing surplus items of combat matériel in accordance with instructions from the appropriate chief of technical service prior to transfer to the station surplus property officer.

28. Responsibilities of Depots for Surplus Stocks at Class III Installations

Depot commanders, upon request of class III installation commanders, will furnish instructions relative to identification, reclassification, and preventive maintenance of military property stored as surplus at active class III installations.

29. Policies Relating to Surplus Military Property at Surplus Installations

a. The status of surplus military property is not affected by actions taken incident to processing an installation for inactivation. Inventories and stock status reports of station stocks will exclude quantities on the surplus property account.

b. In instances where it is necessary to remove surplus military property from a surplus station due to sale, cancellation of lease, transfer, or demolition of the installation itself, the following action will be taken: The army commander subject to approval by the War Department (Supply Group, Service, Supply, and Procurement Division, War Department General Staff) will direct the shipment of such surplus military property to another station within his command, in accordance with procedures contained in paragraph 725.10, Procurement Regulation 7, if arrangements with the regional disposal agency for a spot sale or other disposal of these surpluses cannot be made.

c. In assuming responsibility for surplus military property at surplus class II and III installa-

tions, the army commander will arrange with the appropriate agency of the Army Air Forces or technical service concerned for—

(1) An inventory and transfer of accountability for declared surplus military property at surplus class II and III installations.

(2) Transfer to the army commander of necessary civilian personnel and civilian personnel authorization with the view of their continued assignment at the installation for handling and disposal of surplus military property.

d. Pay of civilian personnel assigned to the care of surplus property in accordance with provisions of paragraphs 23 and 25, is properly chargeable to Project 423, Pay of Civilian Employees at Military Headquarters of the appropriation "Finance Service, Army." When the army area assumes responsibility for surplus property, the activity of caring for such property loses its identity with any individual technical service or the Army Air Forces, and should therefore be charged to a general appropriation.

SECTION IV

DISPOSITION OF EXCESS MILITARY PROPERTY BY DEPOT OR TECHNICAL SERVICE REPAIR FACILITY COMMANDERS

30. Delegated Authority to Depot or Technical Service Repair Facility Commander to Declare Excess Property as Surplus

The depot or technical service repair facility commander is delegated to act for the chief of technical service in declaring the following types of excess military property (except ammunition, explosives, chemical agents, and chemical munitions) as surplus to the War Department:

a. Obsolete items (serviceable or unserviceable but repairable) under the control of the depot or technical service repair facility commander or reported in error to the depot for disposition instructions by stations served by the depot.

b. Unauthorized items (serviceable or unserviceable but repairable) under the control of the depot or technical service repair facility commander or reported in error to the depot for disposition instructions by stations within the distribution area of the depot.

31. Disposition of Unauthorized and Obsolete Items

Depot and technical service repair facility commanders will be furnished with information as to obsolete and unauthorized items by chiefs of technical services. When an item has been designated as unauthorized or obsolete, it will be considered to be excess to the over-all needs of the technical service and all quantities of such items on hand and subsequent acquisitions of such items by depots or technical service repair facilities will be processed as surplus property without reference to higher authority except that such quantities of unauthorized items as are in use may be retained unless otherwise directed by the chief of technical service.

32. Disposition of Other Items by Depot or Technical Service Repair Facility Commanders

a. The following items will not be determined to be surplus by the depot or technical service repair facility commander except upon specific instructions of the chief of technical service:

(1) Authorized items.

(2) Unclassified items (not classed as authorized or unauthorized).

b. Authorized and unclassified items, as well as unauthorized items upon which disposition action has not been completed, will be reflected in the depot's monthly stock status reports which will be consolidated with all other depot stock status reports by the technical service stock control point as a basis for—

(1) Classification of unclassified items as authorized or unauthorized.

(2) Determining the progress made in eliminating unauthorized items from depot stock.

c. Subsequent acquisition by depots of items not falling within either of the predetermined categories of authorized or unauthorized items will be reported on the stock status report or by means of a separate disposition request to the chief of technical service stock control point for determination of status and classification into either of the two categories.

d. The chiefs of technical services will furnish technical service repair facilities with lists designating the specific quantities of authorized repairable items to be repaired to replenish depot stocks, and will furnish disposition instructions for unclassified items on hand, as well as for quantities of authorized items which are not required. Obsolete and unauthorized items on hand in technical serv-

ice repair facilities will be disposed of in accordance with paragraph 31.

33. Processing Surplus Quantities by Depot

a. Quantities of unauthorized or obsolete items determined in accordance with paragraphs 30 and 31 and quantities of authorized items in excess of quantities directed by the chief of technical service to be retained in depot stock will be declared to disposal agencies in accordance with Procurement Regulation 7, or disposed of through the local salvage officer, within 10 working days from the date of determination of the surplus. Additional processing time will be allowed for medical items which require clearance by the Federal Food and Drug Administration, or instances where arrangements have been made by the depot for completion of inspection of surplus stocks by disposal agency inspectors prior to submission of the surplus declaration form.

b. When property which is being declared surplus is physically located at an installation or activity (subdepot, intransit storage, repair facility) other than the depot maintaining accountability, the commanding officer of the depot having accountability will cause the surplus declaration forms to be prepared by the custodian (the individual responsible to the accounting depot) of the property at the point where the property is physically stored. If necessary, the accountable depot commander will arrange for adequate qualified personnel at the point of declaration for the necessary physical handling of property being declared and the preparation of the surplus declaration forms and, in addition, will assure himself that adequate data are available to permit prompt preparation of the forms. Distribution of the completed forms will be made by the custodian of the stored property in accordance with existing requirements and, in addition, two copies of the completed forms will be forwarded to the accountable depot. In all cases, block No. 2 of the completed forms will show the "accountable depot" as the reporting agency. The provisions of this paragraph do not apply to the processing of surplus stocks at stations which are covered by section III.

c. Prior to submitting the surplus declaration form, the depot commander will take all action necessary, including preinventory and segregation or earmarking, to insure that the disposition quantity will be actually available for disposal. In instances where the stock control point has indicated the disposition quantity instead of the quantity to be retained in depot stock, if issues or adjustments have occurred during the period since the previous stock status report was submitted to the stock control point to the extent that the determined disposition quantity is no longer available, unless otherwise directed by the chief of technical service, the matter will be referred to the chief of technical service for decision before dispatching the surplus declaration form to the disposal agency.

d. (1) Where the disposition quantity includes items of a substantially different fabric, construction, color, commercial brand, or similar standard which had been combined previously into a single line-item for purpose of Army issue, an analysis of the depot stock of such items will be made prior to declaration, to determine the quantity of each type that is in stock and what type or types will be included in the quantity as surplus. In instances where the required information cannot be obtained from depot records, catalogs, or other publications, and a physical break-down of containers is required, which involves an unreasonable expenditure of man-hours, or the cost of the operation is excessive as compared with the probable sale value of the item, or where the opening of any type container materially shortens the storage life of the item, the matter will be referred to the chief of technical service for decision prior to declaring such items as surplus.

(2) After completing the analysis outlined in (1) above, if the depot commander is not certain what type or types should be selected for declaration, the matter will be referred to the chief of technical service for decision, prior to declaring the item to the disposal agency.

e. In preparing surplus declaration forms, the items should be described in sufficient detail exclusive of Army nomenclature to insure that subsequent advertising of the item by the disposal agency will be accurate and completely descriptive to enable the purchaser of the item to know what is being purchased.

f. Prior to the dispatching of surplus declara-

tion forms from the depot to the disposal agency, property determined surplus will be dropped from the currently assigned stock record account (or coding) and picked up on the surplus account (or coding) in accordance with AR 35–6520.

g. Withdrawals from the surplus account to replenish stocks in other accounts are not permitted except as prescribed in section V. Where the depot commander considers it absolutely necessary to make a withdrawal, the matter will be referred to the chief of technical service for decision.

h. Inventory adjustments of surplus accounts will be kept at a minimum. Where inventory adjustments can not be applied to an account other than the surplus account, and an adjustment to the surplus account is necessary, the regional disposal agency will be notified immediately by submission of the form for adjustment of prior declaration.

i. Facilities for inspection of depot surplus stocks will be made available to representatives of the disposal agency. Incidental personnel will be provided as needed to open sample boxes for inspection purposes.

j. Shipments to purchasers will be completed in accordance with instructions furnished by the disposal agency.

k. Reasonable requests from the disposal agency for additional information with respect to declarations, will be honored. Where the information requested entails the opening of all or a large number of containers, the request will be considered unreasonable. In indeterminate cases a cost study will be prepared to determine the expense involved, and forwarded to Supply Group, Service, Supply, and Procurement Division, War Department General Staff, through the chief of technical service, for decision.

34. Disposition of Small Lots

The depot commander will in no event declare to a disposal agency items coming within the definition of "small lots," unless the declaration of specific small lots is requested by the disposal agency. Otherwise, these "small lots" will be turned over to the installation salvage officer on a property turn-in slip (or War Department shipping document) for disposal action. A copy of the turn-in slip (or War Department shipping document) will be submitted to the technical service property disposal agency for statistical report purposes.

35. Liaison With Regional Disposal Agency

Depot property disposal officers will maintain close and effective liaison with the regional disposal agency to insure that the latter agency obtains the required statistical and descriptive data needed to insure the completion of disposal action on surplus stocks reported by the depot.

36. Processing Surpluses for Disposal Under Special Plans

No deviation from the policies and procedures outlined in this section are permitted except where the chief of technical service instructs the depot to handle specific categories by a special method. (These instructions are based on mutual agreements reached by the disposal agency and the War Department for processing special categories of surplus Army stocks by special methods.)

SECTION V

DETERMINATION AND DISPOSITION OF EXCESS MILITARY PROPERTY BY CHIEFS OF TECHNICAL SERVICES

37. General

This section outlines policies and procedures for the determination of quantities of items under the control of the chief of technical service, which are excess to the needs of the technical service, and the disposition of such quantities by redistribution or declaration as surplus.

38. Authority

The chief of technical service is authorized to determine military property surplus to the War Department, subject to the provisions of this manual. Station and depot commanders have been delegated authority to declare certain categories of military property as surplus, as outlined in sections II and III, in order to decentralize to the extent feasible the processing of surplus property to the station and depot level.

39. Responsibility

The chief of technical service is assigned the following responsibilities for the determination and disposition of excess quantities:

a. Analysis of depot stock status reports and directing the required redistribution of unbalanced stocks between depots of the technical service.

b. Determination by supply control computations of disposition quantities for the technical service as a whole.

c. Authorizing redistribution of common items which are requested by other supply components of the War Department.

d. Notifying depot and technical service repair facility commanders to declare as surplus specific quantities of authorized items or to retain in stock specific quantities of authorized items. In the event disposal of any items of surplus property is subject to legal restrictions, the chief of technical service having procurement responsibility is responsible for furnishing installation commanders with this information for inclusion on the surplus declaration form covering the items.

e. Determination of unauthorized and obsolete items and forwarding this information to station, depot, and technical service repair facility commanders.

f. Notifying station, depot, and technical service repair facility commanders of quantities of combat matériel to be demilitarized and methods to be employed to accomplish demilitarization.

g. Determination and establishment of disposal levels for items subject to rapid deterioration.

h. Liaison with disposal agencies to expedite physical disposal of surplus stocks.

40. Redistribution of Excesses of Other Services

a. Where there is a joint responsibility for storage and issue of the same item between two or more technical services, excesses developing in those services not responsible for supply control computations will be reported to the procuring service for clearance prior to directing disposal of the excess quantities as surplus.

b. Installations of one technical service receiving intermingled property will automatically evacuate the property of other technical services to the nearest appropriate depot. The receiving installation will be furnished an advance copy of the War Department Shipping Document in accordance with the shipping procedures prescribed in TM 38–403. Redistribution of such excesses between technical services will be made without reimbursement. When quantities are large, automatic shipment may be waived at the discretion of the installation commander and disposition instructions requested from the nearest depot of the appropriate service.

41. Redistribution of Army Air Forces Excess Technical Service Property

a. Excess technical service supplies for which storage and issue responsibility is assigned jointly to depots of the Army Air Forces and chiefs of technical services and which become excess to the needs of the Army Air Forces will be reported to the technical service having procurement responsibility by the commanding general, air matériel command. Such items will be those designated on lists furnished the commanding general, air matériel command, by chiefs of technical services. The responsible technical service will determine within 10 days the need for the item.

b. Excesses which can be redistributed will be directed on shipping or distribution orders issued to the commanding general, air matériel command. Four copies of such shipping or distribution orders will be forwarded to the commanding general, air matériel command.

42. Redistribution of Items for Which Two or More Services Have Storage and Issue Responsibility

a. Prior to directing the disposal as surplus of excess quantities of serviceable items for which two or more services have storage and issue responsibility, each Chief of Technical Service will redistribute excesses of items which it procures by preparing and circulating a list (to be known as a "Redistribution List") to other technical services which also store and issue the item(s).

b. Items or categories of items having an aggregate cost of less than $100 and located at any one installation will not be circulated prior to disposal as surplus.

c. Redistribution lists will contain the following information:

(1) Name of the issuing Chief of Technical Service Office.

(2) Serial number of the list. Each issuing office will serially number each list circulated beginning with the number 1.

(3) Date of circulation.

(4) Stock number of items or lots.

(5) Description of lots. Description will comprise such information as is necessary for other services to readily identify the items.

(6) Specific instructions by which another interested technical service, the AAF and/or the Navy, may be guided in negotiating transfer of property reported. Mail and telephone address of office authorized to carry on negotiations, will be included on each list circularized.

d. The preparation and tabulation of redistribution lists by means of an electric accounting machine are authorized, provided all necessary information to effect redistribution is contained thereon.

e. Redistribution lists will be circularized within 14 calendar days from the date of determination of the excess quantities in accordance with the following procedure:

(1) Redistribution lists will be forwarded to the central offices or stock control points of technical services and the Army Air Forces having storage and issue responsibility and to the Navy. Technical Services and the Army Air Forces in requesting the redistribution of specific items from another Technical Service will indicate on their request the designation and address of the stock control point or central office of the requesting service to whom the redistribution list for these items should be dispatched. Redistribution lists sent to the Navy Department should be addressed to "Navy Department Bureau of Supplies and Accounts, Attention SPD–19, Washington 25, D. C."

(2) All installations having quantities of items which are being circularized will be notified by the appropriate Chief of Technical Service that such items are excess to that installation. Such items will be retained in a separate property account as excess for a period of 45 calendar days from the date of the redistribution list, and at the expiration of this period those items not redistributed will be determined surplus by the central stock control point and disposed of in accordance with the provisions of Procurement Regulation No. 7. During the redistribution period, items being circulated will not be transferred to other government agencies or be donated under provisions of paragraph 7–316 of Procurement Regulation No. 7.

(3) Technical Services, the AAF, and the Navy requiring items so circularized will submit two copies of a requisition including shipping instruc-

tions citing funds for packing, handling and transportation charges to the office indicated on the redistribution list. Such requisition will be properly cross-referenced to the appropriate redistribution list pertaining to the items being requisitioned. These requisitions will be submitted so as to be received by the responsible offices within 30 calendar days from the date of the redistribution list.

(4) Requisitions received will be handled on a "first come-first serve" basis. Shipping or distribution orders will be prepared by the stock control point, two copies of which will be forwarded to the installation having the excess quantity so as to be received prior to the expiration of a 45-day period dating from the date of the redistribution list. A copy of the requisition properly annotated including a copy of the shipping or distribution order directing shipment of approved quantities will be returned to the requisitioning office.

f. Whenever possible, Chiefs of Technical Services will acquire property from redistribution lists in lieu of initiating new procurement. The acquisition by technical services of any property from redistribution procedures is limited to those items which are authorized to be acquired by such technical services. Responsibility for avoiding acquisition of the unauthorized property from redistribution procedures will rest with the acquiring service.

g. Spare Parts. Redistribution of spare parts will be in accordance with procedures developed and agreed to by the Technical Services concerned.

43. Undistributed Excesses

Quantities of supplies remaining after action has been taken in paragraphs 40, 41, and 42 will be determined surplus and declared in accordance with section VII, Procurement Regulation 7.

44. Determination of Disposition Quantities

Disposition quantities are determined by supply control computations, based on War Department policies governing such determinations and implementing directives published periodically by the War Department.

45. Establishment of Special Disposal Levels

a. Chiefs of technical services may establish special disposal levels on an individual item basis for items subject to rapid deterioration or obsolescence so that the disposal level does not exceed the storage life of the item.

b. Upon directives from the War Department emergency disposal levels will be established by the chiefs of technical services.

46. Action by Stock Control Point on "Small Lots"

Where the disposition quantity may be disposed of as a "small lot" by one or more depots storing the item, the matter will be referred to the depot(s) for disposal action through the depot salvage officer.

47. Processing Disposition Quantities of Authorized Items as Surplus

When the chief of technical service determines that a disposition quantity of an authorized item exists, it will be redistributed in accordance with the provisions of this section, or determined immediately to be surplus and processed in accordance with the following instructions:

a. The chief of technical service will select the technical service installation or installations which are to declare quantities of the item as surplus and will notify the commander of the installation to declare specific quantities of listed items as surplus. An alternative method is authorized whereby the installation commander is directed to retain a specific quantity of an authorized item in stock and to declare as surplus quantities on hand in excess of the retained quantity. Notification will be accomplished within 10 working days of the determination that the property is surplus.

(1) Where an item of combat matériel is being declared, specific instructions for appropriate demilitarization, when necessary, of the item will be included in the notification.

(2) Where both serviceable and unserviceable but repairable quantities of an item are being declared, the quantities of each category will be shown separately to insure that the covering surplus declaration form will include this information.

b. The technical service installation commander receiving the above notice will proceed to process the quantities in accordance with Procurement Regulation 7.

c. Declaration of surplus items to disposal agencies will be made by the depot commander within 10 working days from the time the directive referred to in *a* above is received from the chief of technical service, except in instances where additional 10-day extension has been granted to permit inspection of the property by disposal agency inspectors. Reasonable additional processing time is authorized for items which have been specifically requested by schools for training purposes, by civil agencies for donations as war trophies, and for medical items which require clearance by the Federal Food and Drug Administration.

48. General Policies Governing Determination and Declaration of Surplus Quantities of Authorized Items

It is the policy of the War Department to assist disposal agencies in carrying out their responsibilities for disposal of Army surplus stocks, by declaration on a selective basis of items most needed in the civilian market, by insuring that declaring agencies within the War Department furnish the disposal agencies with adequate descriptive data covering the declaration, and by insuring that quantities declared are accurate and physically available in depots or other installations for disposal, and that once reported, withdrawals of part or all of the reported quantity are kept at a minimum.

49. Priority in Determining Surplus Stocks by Chief of Technical Service

The chief of technical service will establish the following priorities in determiniing quantities of authorized items as surplus and in classifying items as unauthorized:

a. Depots will be directed to declare designated items, which are known to be in current short supply in the civilian economy, prior to processing disposition quantities of other items.

b. Determination of disposition quantities of military type items will be accomplished to the extent that such action does not delay the declaration of surplus stocks of civilian type items.

50. Supervision of Withdrawals by Chief of Technical Service

Withdrawals from the surplus account for issue purposes will be made only upon directive by the chief of technical service and are subject to the consent of the disposal agency.

51. Supervision of Depot Disposal Activities

The chief of technical service is responsible for the supervision of depot disposal activities to insure that the policies and procedures set forth in section IV are correctly interpreted and complied with.

SECTION VI

DISPOSITION OF SPECIAL CATEGORIES OF EXCESS MILITARY PROPERTY

52. General

a. This section sets forth policies and procedures whereby responsible agencies will dispose of excess military property in the following categories, which is reported by class I, II, and III installations:

(1) Coal.

(2) Athletic and recreational (Special Services) supplies and equipment, including—

(*a*) Recreation room furniture and furnishings.

(*b*) Armed Services Editions (Council Books).

(3) Chaplains' supplies including organs, and other chapel and chaplains' equipment.

(4) Engineer repairs and utilities supplies.

(5) Petroleum products (other than those peculiar to Army Air Forces).

(6) Quartermaster bakery, laundry, and drycleaning machinery and equipment.

(7) Special categories of property at contractor-operated class II installations, military construction projects, and special projects including those projects under the Manhattan District, Corps of Engineers.

(8) Ammunition, explosives, chemical agents, and chemical munitions.

(9) Ordnance vehicles.

b. Class II depot installations will submit the reports required in this section only for items stocked therein for troop and similar local supply.

53. Submission of Report

a. Coal. Reports submitted by class I, II, and III installation commanders on WD AGO Form 10–156 (Monthly Inventory of Solid Fuels), Reports Control Symbol QMG–9, will be used by army commanders and the commanding officers of the appropriate AAF commands as the basis for the redistribution of excess quantities of coal in accordance with the provisions of this section.

b. Athletic and Recreational Supplies and Equipment. Reports for athletic and recreational supplies and equipment, including recreation room furniture and furnishing and Armed Services Editions (Council Books), will be submitted monthly in letter form requesting disposition instructions. Reports from class I and II installations will be forwarded to reach the office of the army commander by the 7th day of the following month. Class III installations will submit reports to reach the office of the commanding officer of the appropriate AAF command by the 7th day of the following month. The nomenclature shown will include, when pertinent, the name of the manufacturer, manufacturer's catalog number (if available), and identification numbers. Cost per unit (estimated if not known) and condition will be indicated. The following letter code will be used to indicate condition:

N New
E Used—Reconditioned
O Used—Usable without repair
R Used—Repairs required
X Items of no further value for use as originally intended but of possible value other than as scrap.

c. Other Special Categories. Disposition of items listed by categories in paragraph 52*a* (3), (4), (5), (6), (7), (8), and (9) will be effected as indicated in paragraph 60.

54. Review of Excess Reports by Army Commander and Commanding Officer of AAF Command

Upon receipt, the army commander and the commanding officers of the appropriate AAF command for class III installations will review the report, and will indicate thereon disposition action to be taken on items in excess, and will return within 5 working days an action copy to the reporting installation. Disposition instructions will show either—

a. Shipment of excess to another installation to fill a current requisition demand.

b. Retention of excess quantity in station stock for subsequent issue providing the excess quantity can be liquidated within 30 days.

c. That the excess quantity has been included in the army area or AAF command redistribution list.

55. Preparation of Redistribution Lists

Redistribution lists will be prepared on 8- by 10½- or 8- by 13-inch paper and will contain the following information segregated by categories as listed in paragraph 52:

a. Name and address of issuing officer.

b. Serial number of list. Each issuing office will serially number each list circularized beginning with the number 1.

c. Date of list.

d. Stock number of items or lots, and the appropriate letter symbol of the technical service having storage and issue responsibility.

e. Description of items or lots. Description will comprise such information as would be required by the controlling technical service if it were procuring the property, including, when pertinent, name of manufacturer, manufacturer's catalog number (if available), identification numbers, location, age, condition, quantity, and cost per unit, estimated, if not known.

f. Specific instructions by which an interested agency may be guided in negotiating transfer of property reported. Names, mail and telephone addresses of officers authorized to carry on negotiations will be included on each list circularized.

g. Time limit of redistribution period (not to exceed 30 days).

56. Distribution of Lists

Redistribution lists will be circularized to such class I, II, and III installations within the geographical limits of the army area and major AAF command as the commander concerned deems appropriate. A copy of the redistribution lists of athletic and recreational equipment, including recreation room furniture and furnishings and Armed Services Editions, will be dispatched to the Chief, Special Services Division, concurrently with the mailing of such list to installations within the army area and AAF command. The Chief, Special Services Division will notify the army commander and the commanding officer of the AAF command of any item or items appearing on the list which should not be redistributed or declared surplus and will furnish disposition instructions thereon. If notification is not received by an army commander or the commanding officer of the AAF command at the expiration of the circularization period, action will be taken as provided in paragraph 59.

57. Action by Station Commander Upon Receipt of Redistribution List

Upon receipt of the redistribution list, the installation commander will review the list and will requisition from the appropriate commander items appearing on the redistribution list when such items are authorized for the station and the acquisition of the item does not create a stock in excess of the established needs of the installation.

58. Action by Army Commander and Commanding Officer of AAF Command Upon Receipt of Requisition

The army and AAF command commander will edit all requisitions, deleting all requests for unauthorized items and/or quantities; return an information copy to the station indicating action taken; and will then prepare WD AGO Form 653 (Shipping Order) covering requisitioned quantities, forwarding two copies to the station holding the excess. Requisitions for coal will be processed as outlined in TM 5–600.

59. Action by Army Commander and Commanding Officer of AAF Command on Undistributed Excesses

Quantities of excess supplies remaining undistributed at the end of the redistribution period will be acted upon in accordance with the provisions of *a* and *b* below. When declaration as surplus is authorized, the third copy of the station excess report will be returned by the army or AAF command to the reporting installation with instructions to declare the property as surplus within 5 working days in accordance with the provisions of section VII, Procurement Regulation 7.

a. COAL. (1) Army commanders and commanding officers of the major AAF commands are

authorized to declare coal as surplus to the War Department, subject to the following conditions:

(*a*) That the stock of coal is excess to the needs of the installation during the succeeding 12 months or excess to any foreseeable need at a particular installation as a result of deactivation or reduction in troop strength.

(*b*) That the army commander and the commanding officer of the major AAF command determine in conjunction with the depot which purchased the coal that it is not needed at other installations within the appropriate command or in adjacent commands, or that reloading and shipment to another installation is uneconomical. It is the responsibility of the depot which purchased the coal to determine whether any other coal purchasing depot or naval installation in the area has need for it. Where the excess exceeds 1,000 tons, army commanders will forward to the Chief of Engineers and the commanding officer of the major AAF command will forward to the CG, AAF, a report thereof in order to obtain disposition instructions.

(2) Army commanders and the commanding officer of the major AAF command need not resort to listing coal on redistribution lists as a prerequisite to declaring coal surplus when the conditions outlined in (1) (*a*) and (*b*) above are known to exist. Coal declared surplus to the War Department will be disposed of in accordance with section VII, Procurement Regulation 7. Army commanders will notify the appropriate chief of technical service and the commanding officer of the major AAF command, the CG, AAF, and commanders involved will likewise notify the appropriate coal purchasing depot of the quantities of coal disposed of under the provisions of this manual.

b. Excess Athletic and Recreational Supplies. Those supplies which have been circularized and have not been redistributed as a result of such circularization will be reported by the Army commander to the Chief, Special Services Division in letter form requesting disposition instructions. Where pertinent, conditions will be indicated by use of condition code indicated in paragraph 53*b*. AAF commands will report excesses to the CG, AAF. Quantities excess to the AAF will be reported by the CG, AAF to the Chief, Special Services Division in letter form requesting disposition instructions.

60. Disposition of Other Special Categories of Excesses

a. Chaplains' and Chapel Equipment. Chaplains' and chapel equipment, including organs, will be disposed of as directed by Office, Chief of Chaplains, and will not be declared surplus to a disposal agency unless specifically directed by the Office, Chief of Chaplains.

b. Post Engineer Repairs and Utilities Supplies. Excess repairs and utilities supplies will be reported by class I, II, and III stations for disposition instructions in accordance with the provisions of TM 5–601 as amended.

c. Petroleum Products. (1) *General.* WD AGO Form 10–184 (Monthly Report of Excess Petroleum Stocks on Hand, Reports Control Symbol QMG–8) will be used by all Army installations to report excess petroleum products on hand. The following classes of products will be included on the report:

(*a*) All authorized items for which the Quartermaster Corps is shown as a normal issuing service in SB 10–139, except gasoline with octane rating higher than 80.

(*b*) All other petroleum items of a class for which purchase responsibility is assigned to the Quartermaster Corps by paragraphs 605.1 and 605.3, Procurement Regulation 6, unless such items are stored and issued by depots of the Army Air Forces and technical services other than the Quartermaster Corps.

(2) *Preparation of report* (*columns 1 to 9, inclusive*). (*a*) Report in column 1 the Government nomenclature and specification number, as shown in SB 10–139, under which the excess item was purchased. In case of excess items on which the Government nomenclature and specification are unknown, show the supplier's name, the complete brand name, grade and type numbers, and other identifying markings.

(*b*) Report in column 2 the grade or type of the item as shown in SB 10–139. A separate entry will be made for each different grade or type of an excess item showing complete information in columns 1 to 9, inclusive.

(*c*) Report in column 3 the unit of measure, either gallons or pounds.

(*d*) Enter in column 4 the size of the container in which the excess item is packed. When the excess item is in more than one size of container, complete and separate entries will be made in columns 1 to 9, inclusive, for each size of container.

(*e*) Report in column 5 the total quantity of the item that is on hand on the last day of the month.

(*f*) Report in column 6 the quantity of the item which represents a 45-day stock level based on issues of the item during the past 60 days.

(*g*) Report in column 7 the quantity, in pounds or gallons, of the petroleum item that is on hand in excess of a 75-day supply. This is the quantity that will be redistributed. This quantity is to be automatically frozen and no withdrawals will be made without prior approval of the headquarters of the respective army, or air matériel area.

(*h*) Enter in column 8 one of the following symbols to indicate the condition of the container:

1. "G"—Indicating good condition.
2. "F"—Indicating fair condition, but will withstand shipment.
3. "P"—Indicating poor condition, and unsuitable for shipment.

(3) *Submission of reports.* The reports on WD AGO Form 10–184 will be submitted as of the last day of each month to reach the designated agencies not later than the 5th of the following month. Commanders of class I and II installations will prepare the report in quadruplicate, retaining one copy, forwarding the original and duplicate to the army commander, and dispatching the triplicate to the Office of the Quartermaster General, Fuels and Lubricants Branch, Supply Division. Class III installations will submit these reports in accordance with AAF Regulation 65–97.

(*a*) All class II depot installations except quartermaster sections of general depots and quartermaster depots will submit two separate forms (WD AGO 10–184) covering excess stock. One report is to show the excess material held for local use by the depot and the second report is to indicate the excess quantities of depot stocks held for issue to posts, camps, and stations which is determined to be over 75-day requirement in excess to the needs of the technical services.

(*b*) General depots and quartermaster depots are to submit only one WD AGO Form 10–184 covering the excess material held for local depot use. The Office of the Quartermaster General will effect redistribution of excess petroleum products in account code 91, stock, commodity code 8, located at quartermaster depots and quartermaster sections of general depots.

(*c*) All quantities of petroleum stocks of a doubtful nature will be reported to the Office of the Quartermaster General, Fuels and Lubricants Branch, Supply Division, in accordance with SB 10–241.

(*d*) Negative reports will be submitted by all U. S. Army installations when disposition has been made of all excess material in accordance with established procedures.

(4) *Minimum level.* Stocks of petroleum products on hand at posts, camps, and stations will be held to a minimum level consistent with efficient operation, and will in no case exceed 45 days' supply, except for seasonable items or items which cannot be limited practicably to the 45-day objective stockage.

(5) *Action by army commander.* (*a*) Upon receipt of the report the army commander will review the report and will indicate thereon disposition action to be taken on items in excess, and will return an action copy to the reporting agency within 5 working days of receipt of the report. Disposition instructions will show either—

1. Disposal of small lots as surplus by the reporting agency in accordance with section VII, Procurement Regulation 7.
2. Shipment of excess to another installation to fill a current requisition demand.
3. Retention of excess quantity in station stock for subsequent issue, providing the quantity in excess of the authorized level can be liquidated within 30 days.
4. That the excess quantity has been included in the army area redistribution list.

(*b*) Upon completion of the above action, the army commander will include the balance of items not covered in (*a*) *1*, *2*, and *3* above on the regular army area redistribution list. In addition to the normal distribution one copy of each army area

redistribution list containing petroleum products will be forwarded to the Office of the Quartermaster General, Fuels and Lubricants Branch, Supply Division, Washington, D. C.

(6) *Undistributed excesses.* If excess stocks are not exhausted within 30 days after publication of the lists, the army commander will freeze and report such excesses to the Office of the Quartermaster General, Fuels and Lubricants Branch, Supply Division, which will take action to dispose of these excesses. These stocks may be subsequently withdrawn for further use provided prior approval is secured from The Quartermaster General. The Office of the Quartermaster General will furnish disposition or utilization instructions for the quantities reported within 45 days.

d. Quartermaster Bakery, Laundry, Dry-Cleaning Equipment and Machinery. (1) Post laundry and dry-cleaning equipment and machinery and components thereof excess to a class III installation will be reported to the Commanding General, Army Air Forces, through command channels, and for class I and II installations to army commanders of the appropriate army area in which the installation is located. The commanding generals of the armies, the commanding generals of the Army Air Forces commands, and the Commanding General, Army Air Forces, will—

(*a*) Effect maximum redistribution of reported excesses within over-all policy established by The Quartermaster General.

(*b*) Report remaining excesses to The Quartermaster General.

(2) Post bakery machinery and equipment and components thereof excess to an installation will be reported as in (1) above. The commander concerned will submit recommendations as to redistribution to The Quartermaster General.

(3) The Quartermaster General will review the excess reports and furnish disposition instructions within 30 days after date of submission.

e. Disposition of Special Categories of Property at Contractor Operated Class II Installations, Military Construction Projects and Special Projects, Including the Manhattan District, Corps of Engineers. Items of essential protective and maintenance equipment located at subject installations, if desired by the disposal agency or ultimate Government transferee, will be disposed of in accordance with the provision of paragraph 15 of this manual.

f. Ammunition, Explosives, Chemical Agents, and Chemical Munitions. Excess ammunition, explosives, chemical agents, and chemical munitions will be disposed of in accordance with the instructions of the appropriate chief of technical service.

g. Ordnance Vehicles. Excess ordnance vehicles, both serviceable and unserviceable but economically repairable will be reported to the Chief of Ordnance for disposition instructions.

SECTION VII

DEMILITARIZATION OF SURPLUS PROPERTY

61. General

It is the policy of the War Department to demilitarize combat matériel before disposal as surplus when such action is necessary in the interest of military security, national defense, or public health and safety. This section pertains to the demilitarization of technical service surplus combat matériel located within the continental United States. It does not pertain to the destruction of classified material pursuant to the provisions of AR 380–5 or to the destruction of other property under AR 35–6640. It does not rescind nor modify the provisions of SB 9–58, 1946, with respect to the method for mutilation of unserviceable property including lethal weapons.

62. Items To Be Demilitarized

a. When items of combat matériel falling within the following categories, whether obsolete, unauthorized, authorized, or unclassified, are determined to be surplus, the agency determining them surplus will specifically direct that they be demilitarized before disposal:

(1) Rifles, carbines, and machine guns (except types suitable for sporting use or for use by civil law enforcement authorities).

(2) Bayonets, knives, swords, sabers, and similar edged weapons (except knives suitable for sporting, industrial, agricultural, or other civilian use).

(3) Guns, mortars, howitzers, flame throwers, and rocket launchers.

(4) Artillery and mortar ammunition, bombs, grenades, fuzes and primers, rockets, mines, incendiaries, instructional and dummy ammunition, and those types of demolition materials, pyrotechnics, and small arms ammuntion not suitable for sporting or civilian use or for use by civil law enforcement authorities.

(5) Toxic, irritant, and screening (smoke) gases, including gases in shells, bombs, grenades, candles, capsules, and smoke pots.

(6) Combat vehicles, including tanks, motor carriages, and other armored tracked and half-tracked vehicles.

b. Chiefs of technical services will review lists of items under their jurisdiction and periodically report amendments to the Supply Group, Service, Supply and Procurement Division, War Department General Staff, of any categories of items on which, in their opinion, demilitarization is required in the interest of military security, national defense, or public health and safety. Such categories will be added to those mentioned in *a* above.

63. Method of Demilitarization

a. Before any items falling within the categories of items listed in paragraph 62*a*, are disposed of, such items will be demilitarized in a manner prescribed by the appropriate chief of technical service.

b. Chiefs of technical services will publish directives of specific methods of demilitarization to be followed covering all items within their jurisdiction which fall within the categories of items listed in paragraph 62*a*.

c. Where there is a possibility of civilian use, demilitarization will be performed in such manner as to preserve civilian utility to the maximum extent consistent with the objective of rendering the items innocuous or ineffectual for military use.

64. Disposal

a. Any property that is suitable for civilian use after demilitarization will be reported to the appropriate disposal agency in accordance with the provisions of Procurement Regulation 7. In cases of doubt with respect to possible civilian utility,

the advice of the regional office of the appropriate disposal agency will be obtained.

b. Any property that is not suitable for civilian use after demilitarization will be disposed of as salvage in accordance with AR 700–25 and TM 38–505. Any demilitarization required will be accomplished before transfer of the property to the salvage officer, except as stated in *c* below.

c. At stations where the amount of property to be demilitarized for disposal as scrap requires the employment of labor to be used solely for the purpose of demilitarization, the costs of such labor may be maintained and reported as expense incident to the sale of salvage in a manner to conform to the provisions of AR 35–820.

65. Redelegations

Chiefs of technical services will specifically direct the action to be taken with respect to demilitarization. In each case the authority herein conferred will not be redelegated below the headquarters of the technical service concerned, except as provided in paragraph 62*a*.

66. Records of Demilitarization

Each installation will maintain records of combat matériel demilitarized by it under the provisions of this section. Records will include the nomenclature of items authorized to be demilitarized, and the quantity of such items demilitarized.

SECTION VIII

REPORT OF DISPOSITION OF EXCESS AND SURPLUS PERSONAL MILITARY PROPERTY

67. Responsibility for Submitting Report

All army commanders, the Commanding General of the Military District of Washington, the chiefs of all technical services, and the Commanding General of the Army Air Forces will submit to the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group a monthly report on WD AGO Form 586 (Disposition of Excess and Surplus Property), revised 1 December 1946, showing the status and activity in disposition of all excess and surplus personal military property under their jurisdiction. Instructions for the preparation of the report required for nonmilitary property are contained in Procurement Regulation 7 and, for contractor inventory, are contained in Joint Termination Regulations. Instructions for preparing the report on Form 586 with respect to personal military property are contained in paragraphs 68, 69, and 70.

68. Date for Submitting Report

The report will be submitted monthly to reach the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group on or before the 12th of the month following the report period.

69. Personal Military Property Reports

a. Reports on personal military property will be submitted on WD AGO Form 586, revised 1 December 1946. Reports Control Symbol WDGSP–72 has been assigned to this report. This report form will be used by all echelons required to submit the report.

b. Class I Installation Reports. (1) *Each commander* of a class I installation or subinstallation under the jurisdiction of an army or the Military District of Washington will submit, through channels, to the appropriate army commander or the Commanding General of the Military District of Washington the original and two copies of a monthly report on WD AGO Form 586, revised 1 December 1946, showing the status and activity in disposition of *all* excess and surplus personal military property located at his installation or subinstallation and in commercial and leased space used by his installation or subinstallation. Negative reports will not be submitted.

(2) All army commanders and the Commanding General of the Military District of Washington will submit to the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group the original and one copy of a monthly consolidated report on WD AGO Form 586, revised 1 December 1946, together with the original of each underlying class I installation or subinstallation report received by them.

c. Class II Installation Reports. (1) *Each commander* of a class II installation (*not jointly occupied*) or subinstallation (*not jointly occupied*) under the jurisdiction of a technical service will submit, through channels, to the appropriate chief of technical service the original and two copies of a monthly report on WD AGO Form 586, revised 1 December 1946, showing the status and activity in disposition of *all* excess and surplus personal military property located at his installation or subinstallation and in commercial and leased space used by his installation or subinstallation. Negative reports will not be submitted.

(2) Each headquarters section and technical service section of a class II installation (jointly occupied) or subinstallation (jointly occupied) under the jurisdiction of a technical service will submit, through channels, to the appropriate chief of technical service the original and two copies of a monthly report on WD AGO Form 586, revised 1 December 1946, showing the status and activity in disposition of all excess and surplus personal military property under its jurisdiction located at the installation or subinstallation and in commer-

cial and leased space used by the installation or subinstallation. Negative reports will not be submitted.

(3) The chiefs of all technical services will submit to the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group the original and one copy of a monthly consolidated report on WD AGO Form 586, revised 1 December 1946, together with the original of each underlying class II installation or subinstallation report received by them. Monthly consolidated report of the Chief of Engineers will include excess and surplus personal military property of the district engineers.

(4) *Each commander* of a class II installation or subinstallation under the jurisdiction of other War Department officials (such as the Director of Intelligence, the Director of Organization and Training, the Chief of Public Information) will submit, through channels, to the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group the original and two copies of a monthly report on WD AGO Form 586, revised 1 December 1946, showing the status and activity in disposition of *all* excess and surplus personal military property located at his installation or subinstallation and in commercial and leased space used by his installation or subinstallation. Negative reports will not be submitted. The report will be submitted monthly to reach the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group on or before the 12th of the month following the report period.

d. Class III Installation Reports. (1) *Each commander* of a class III installation under the jurisdiction of the Army Air Forces will submit, through Air Matériel Command channels, to Headquarters, Air Matériel Command, Supply Division, Army Air Forces the original and one copy of a monthly report on WD AGO Form 586, revised 1 December 1946, together with supporting schedules on AAF (M&S) Forms 116–12A, 116–12B, and 116–12C, showing the status and activity in disposition of *all* excess and surplus personal military property for which he has disposal responsibility located at his installation and in commercial and leased space used by his installation. Negative reports will not be submitted. The forms for supporting schedules will be requisitioned from the appropriate Air Matériel Area commander.

(2) The Commanding General, Air Matériel Command, Supply Division, Army Air Forces will submit to Headquarters, Army Air Forces (AC/AS–4, Air Supply and Services Division) the original and two copies of a monthly consolidated report on WD AGO Form 586, revised 1 December 1946, together with supporting schedules on AAF (M&S) Forms 116–12A; 116–12B, and 116–12C. For the purpose of this report, all property reported through the Supply Division, Air Matériel Command will be considered as personal military property. The Commanding General, Air Matériel Command, Supply Division, Army Air Forces will estimate the amount of excess and surplus personal military property to be scrapped and/or declared in the future and will enter his estimate in Section IV—Remarks of his monthly consolidated report, broken down to show the amounts of aeronautical property, electronics property, and other property contained therein.

(3) The Commanding General, Army Air Forces (AC/AS–4, Air Supply and Services Division) will submit to the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group the original and one copy of a monthly consolidated report on WD AGO Form 586, revised 1 December 1946. Monthly consolidated report of the Commanding General of the Army Air Forces will include surplus military aircraft reported by him under provisions of paragraph 721.2 of Procurement Regulation 7.

70. Information Required on Report Form

a. General instructions for supplying the information on excess and surplus personal military property required on WD AGO Form 586, revised 1 December 1946, are as follows:

(1) The report pertains only to excess and surplus personal military property owned by the War Department.

(2) The heading of the report form to be used by the installation or subinstallation is largely self-explanatory. The name of the installation will be shown in accordance with the official designation in the Directory and Station List of the Army of the United States. See illustration of proper heading in figure 2.

TECHNICAL SERVICE OR ARMY AREA: Chief of Engineers	DISPOSITION OF EXCESS AND SURPLUS PROPERTY	REPORTS CONTROL SYMBOL WDGSP-72
INSTALLATION: Engineer Section, Voorheesville Sub-Depot	☒ MILITARY ☐ NON-MILITARY	MONTH: MARCH 1947.
Voorheesville, New York		

SECTION I - TRANSFER AND DISPOSAL

LINE NO.	ACTIVITY	PER	PROCEEDS	COST
	A		B	C
1	TRANSFERS WITH REIMBURSEMENT	P	493	657
2	CONTRACTORS	P	83	123
3	GOVERNMENT AGENCIES	P	246	321
4	RED CROSS AND USO	P	164	213
5	OTHERS	P	0	0
6	TRANSFERS WITHOUT REIMBURSEMENT	P		1,200
7	NAVY	P		654
8	VETERANS ADMINISTRATION	P		546
9	OTHERS	P		0
10	DISPOSALS	P		5,442
11	SALVAGE TURN-INS	P		2,987
12	SMALL LOT TURN-INS	P		879
13	DONATIONS	P		789
14	ABANDONED OR DESTROYED	P		787
15	TOTAL TRANSFERS AND DISPOSALS	P		7,299

SECTION II - DISPOSAL AGENCY SUMMARY

LINE NO.	STATUS AND ACTIVITY	PER	WAR ASSETS ADMINISTRATION	MARITIME	AGRICULTURE	E	TOTAL
	A		B	C	D	E	F
16	AWAITING DELIVERY ORDERS	BP	2,001	1,011	1,125		4,137
17	GROSS DECLARATIONS	P	344	453	533		1,330
18	CORRECTIONS	P	+ 21	- 12	+ 11		+ 20
19	NET DECLARATIONS	P	365	441	544		1,350
20	WITHDRAWALS	P	263	201	172		636
21	INITIATED BY DECLARING AGENCY	P	225	176	155		556
22	INITIATED BY DISPOSAL AGENCY	P	38	25	17		80
23	SCRAP ORDERS RECEIVED	P	24	21	14		59
24	DELIVERY ORDERS RECEIVED	P	657	576	765		1,998
25	AWAITING DELIVERY ORDERS	EP	1,422	654	718		2,794

SECTION III - SHIPMENTS OF SURPLUS MILITARY PROPERTY TO AMERICAN REPUBLICS AND CANADA

LINE NO.	RECIPIENT GOVERNMENT	PER	COST
	A		B
26	ARGENTINA	P	1,126
27	BOLIVIA	P	102
28	BRAZIL	P	1,221
29	CHILE	P	322
30	COLOMBIA	P	103
31	COSTA RICA	P	213
32	CUBA	P	1,031
33	DOMINICAN REPUBLIC	P	113
34	ECUADOR	P	144
35	EL SALVADOR	P	0
36	GUATEMALA	P	241
37	HAITI	P	307
38	HONDURAS	P	155
39	MEXICO	P	1,514
40	NICARAGUA	P	451
41	PANAMA	P	956
42	PARAGUAY	P	367
43	PERU	P	808
44	URUGUAY	P	568
45	VENEZUELA	P	583
46	CANADA	P	1,479
47	TOTAL SHIPMENTS	P	11,804

SECTION IV - REMARKS

WD AGO FORM 1 DEC 46 586 PREVIOUS EDITIONS ARE OBSOLETE.

Figure 2.

(3) All entries on the report form will be expressed in dollars to the nearest dollar.

(4) All entries for activity on the report form will be total for the entire report period, indicated on the line of the report form by "P." The cut-off date of all entries for activity on the report form will be as of the close of business on the last day of the report period.

(5) All entries for status on the report form will be for beginning of month, indicated on the line of the report form by "BP," or end of month, indicated on the line of the report form by "EP."

(6) Section I—Transfer and Disposal will not be used to reflect shipments of excess and surplus personal military property to installations or subinstallations of the War Department.

(7) All lines of section I—Transfer and Disposal, and all lines of section III—Shipments of Surplus Military Property to American Republics and Canada, will reflect physical disposal activity of the War Deparement. Each line of section I—Transfer and Disposal and section III—Shipments of Surplus Military Property to American Republics and Canada, will be wholly independent of any physical disposal activity of the War Department arising out of scrap orders received from the disposal agency (line 23, section II—Disposal Agency Summary) or delivery orders received from the disposal agency (line 24, section II—Disposal Agency Summary).

(8) Column E, section II—Disposal Agency Summary, will be properly captioned and used for any authorized disposal agency in the Continental United States other than the War Assets Administration (use column B, section II—Disposal Agency Summary), the United States Maritime Commission (use column C, section II—Disposal Agency Summary), the Department of Agriculture (use column D, section II—Disposal Agency Summary), and the Foreign Liquidation Commission, Department of State (use section III—Shipments of Surplus Military Property to American Republics and Canada).

(9) Only one monthly report for the entire report period will be submitted by each installation or subinstallation containing excess and/or surplus personal military property. The classification, that is, I, II, or III, of the installation or subinstallation as of the close of business on the last day of the report period will determine the proper recipient of the report. Paragraphs 69*b*(1), 69*c*(1), 69*c*(2), 69*c*(4), and 69*d*(1) prescribe the proper recipient of the installation or subinstallation report.

b. Specific instructions for supplying the information on excess and surplus personal military property required on WD AGO Form 586, revised 1 December 1946, are as follows:

(1) Section I—Transfer and Disposal. The succeeding subparagraphs indicate the information to be contained in the various lines of the report form:

Line 1—Transfers with Reimbursement. Enter the sum of lines 2, 3, 4, and 5 in column B and column C. (See pars. 70*a*(6) and 70*a*(7).)

Line 2—Contractors. Enter the proceeds from sales and the cost of property that is sold to contractors under the provisions of paragraph 301.1, Procurement Regulation 7 or others.

Line 3—Government Agencies. Enter the proceeds from sales and the cost of property that is sold to Federal Government agencies.

Line 4—Red Cross and USO. Enter the proceeds from sales and the cost of property that is sold to Red Cross and USO.

Line 5—Others. Enter the proceeds from sales and the cost of property that is sold to any agency, firm, or person not classified on line 2, 3, or 4.

Line 6—Transfers without Reimbursement. Enter the sum of lines 7, 8, and 9. (See pars. 70*a*(6) and 70*a*(7).)

Line 7—Navy. Enter the cost of property transferred to the Navy Department.

Line 8—Veterans' Administration. Enter the cost of property transferred to Veterans' Administration.

Line 9—Others. Enter the cost of property transferred other than to the Navy Department or Veterans' Administration.

Line 10—Disposals. Enter the sum of lines 11, 12, 13, and 14. (See pars. 70*a*(6) and 70*a*(7).)

Line 11—Salvage Turn-Ins. Enter the cost of property, other than small lots, turned in to salvage officers for disposal, including the cost of property demilitarized or cannibalized for purpose of disposal.

Line 12—Small Lot Turn-Ins. Enter the cost

of small lots turned in to salvage officers for disposal.

Line 13—Donations. Enter the cost of property donated in accordance with existing directives. This entry will not include the cost of property transferred without reimbursement as recorded on lines 6, 7, 8, and 9.

Line 14—Abandoned or Destroyed. Enter the cost of property abandoned or destroyed.

Line 15—Total Transfers and Disposals. Enter the sum of lines 1, 6, and 10. (See pars. 70*a*(6) and 70*a*(7).)

(2) Section II—Disposal Agency Summary. See paragraph 70*a*(8). The succeeding subparagraphs indicate the information to be contained in the various lines of the report form:

Line 16—Awaiting Delivery Orders. Enter the cost of property declared to the disposal agency in previous months for which delivery orders or other disposition instructions had not been received at the beginning of the report period. This entry will be identical with that reported on line 25 of the report for the preceding report period.

Line 17—Gross Declarations. Enter the cost of property declared to the disposal agency on WAA Forms 1001 (formerly Form SPB–1) or on the form prescribed by the disposal agency.

Line 18—Corrections. Enter the net increase or decrease in cost value resulting from corrections to WAA Forms 1001 or the form prescribed by the disposal agency previously submitted to the disposal agency. The change will be indicated on the line by either a plus or a minus sign. The change in cost value will be derived from WAA Forms 1001.1 (formerly Form SPB–1.1) whether initiated by the declaring agency or the disposal agency. In the event surplus property "awaiting delivery orders" is received from installations or subinstallations of the War Department, the recipient installation or subinstallation will include (indicated on the line by a plus sign) in this entry the cost of property thus received during the present report period. In the event surplus property "awaiting delivery orders" is shipped to installations or subinstallations of the War Department, the shipping installation or subinstallation will include (indicated on the line by a minus sign) in this entry the cost of property thus shipped during the present report period. All army commanders and the Commanding General of the Military District of Washington, the chiefs of all technical services, and the Commanding General of the Army Air Forces will include in their monthly consolidated report the net increase or decrease in cost value resulting from their gain and/or loss of underlying installation or subinstallation reports (including gains or losses resulting from the transfer of surplus installations to the Chief of Engineers in accordance with WD Circular 2, 1947). Commands gaining underlying installation or subinstallation reports as a result of changes in the classification and/or jurisdiction of installations or subinstallations will include (indicated on the line by a plus sign) line 16, section II—Disposal Agency Summary, of the reports received by them for the present report period from installations or subinstallations thus acquired during the present report period. Commands losing underlying installation or subinstallation reports as a result of changes in the classification and/or jurisdiction of installations or subinstallations will include (indicated on the line by a minus sign) line 25, section II—Disposal Agency Summary, of the reports received by them for the preceding report period from installations or subinstallations thus lost during the present report period. (See par. 70*a*(9).)

Line 19—Net Declarations. Enter line 17, plus or minus line 18.

Line 20—Withdrawals. Enter the sum of lines 21 and 22.

Line 21—Initiated by Declaring Agency. Enter the cost of withdrawals initiated or directed by the War Department and approved by the disposal agency as reported on WAA Forms 1001.1 prepared for this purpose. This entry will not include the cost of withdrawals on WAA Forms 1001.1 prepared by the War Department in conjunction with the receipt and acceptance of scrap orders from the disposal agency as recorded on line 23.

Line 22—Initiated by Disposal Agency. Enter the cost of withdrawals initiated by the disposal agency. The cost will be taken from WAA Forms 1001.1 submitted by the War Department at the direction of the disposal agency. This entry will include the return of small lots to the War Department and withdrawals made for the purpose

of redeclaration of items on new WAA Forms 1001 or on the form prescribed by the disposal agency. This entry will not include the cost of withdrawals on WAA Forms 1001.1 prepared by the War Department in conjunction with the receipt and acceptance of scrap orders from the disposal agency as recorded on line 23.

Line 23—Scrap Orders Received. Enter the cost of property previously declared to the disposal agency for which the disposal agency has submitted a certificate that the property declared is scrap and should be so treated by the declaring agency. (See par. 70*a*(7).)

Line 24—Delivery Orders Received. Enter the cost of property for which delivery orders, other than scrap orders, were received from the disposal agency. (See par. 70*a*(7).) In the event the installation or subinstallation containing surplus property is transferred in its entirety to the disposal agency or to the contractor under the jurisdiction of the disposal agency, this entry will include the cost of property declared to the disposal agency prior to the transfer of the installation or subinstallation for which delivery orders or other disposition instructions had not been received at the time of transfer of the installation or subinstallation; in such an event, line 25, section II—Disposal Agency Summary, will be 0.

Line 25—Awaiting Delivery Orders. Enter the cost of property declared to the disposal agency for which delivery orders or other disposition instructions had not been received at the end of the report period. This entry will be line 16, plus line 19, less the sum of lines 20, 23, and 24.

(3) Section III—Shipments of Surplus Military Property to American Republics and Canada. See paragraph 70*a*(8). The succeeding subparagraphs indicate the information to be contained in the various lines of the report form:

Line 26 through line 45—Argentina through Venezuela. Enter the cost of surplus military property actually shipped to American Republics in accordance with section V and section VII, WD Memorandum 700–50–5, Transfer of Surplus Military Property (Exclusive of Aircraft Delivered Under Their Own Power) to American Republics, 4 October 1946, and paragraph 16, WD Memorandum 700–50–11, Transfer of Surplus Aircraft To Be Delivered Under Own Power to American Republics, 14 October 1946.

Line 46—Canada. Enter the cost of surplus military property actually shipped to Canada in accordance with WD Memorandum 700–50–8, Transfer of Surplus Military Property to Canada (Exclusive of Aircraft Delivered Under Their Own Power), 11 September 1946, including C 1, 27 September 1946.

Line 47—Total Shipments. Enter the sum of lines 26 through 46. (See par. 70*a*(7).)

(4) Section IV—Remarks. All army commanders and the Commanding General of the Military District of Washington, the chiefs of all technical services, and the Commanding General of the Army Air Forces will list in detail in their monthly consolidated report the nature of amounts included as "corrections" on line 18, section II—Disposal Agency Summary, resulting from their gain and/or loss of underlying installation or subinstallation reports.

c. Uniform Accuracy. Accurate and uniform reporting is essential to the establishment of surplus property disposition policies and in the standardization of surplus property disposition procedures. If local conditions are such that strict application of the prescribed reporting procedures is not possible, the details of the particular situation will be submitted, through channels, to the Director, Service, Supply, and Procurement, WDGS, Attention: Supply Group.

SECTION IX

INSPECTING PROCEDURES FOR SURPLUS PERSONAL PROPERTY IN INSTALLATIONS IN CONTINENTAL UNITED STATES

71. General

This section prescribes procedures for use by installation commanders and War Assets Administration inspecting personnel in processing United States Army personal military property (as distinguished from real and installed property) in the continental United States for disposal as surplus. Through agreement with the War Assets Administration, the policies and procedure as found herein are equally applicable to all personnel referred to above and are intended to assure that surplus personal military property is processed in a uniform and expeditious manner.

72. Scope

These procedures are applicable to all class I, II, and III installations and to all surplus personal military property under installation accountability except industrial property located at arsenals, manufacturing or research installations, and to all War Assets Administration disposal agency inspectors who have been assigned responsibilities at such installations. These procedures will not be construed as authority for returning without action declarations which have already been correctly completed and dispatched to disposal agencies.

73. Establishment of WAA Inspectors

a. The War Assets Administration has agreed to assign inspectors on the following basis depending upon the size and mission of the installation:

(1) *Resident.* A chief inspector and assistants to the extent necessary will be furnished at selected installations having surplus property for disposal.

(2) *Itinerant or circuit inspectors.* Itinerant or circuit inspectors will be furnished at other installations in accordance with arrangements between the air matériel command; armies, ZI; the appropriate depot; and the disposal agency's regional or district offices. These inspectors will visit such installations in accordance with a schedule of regular call dates to inspect declarations of surplus property.

(3) *On call.* Installations having a small or sporadic volume of declarations or which are located at a considerable distance from the regional disposal agency may obtain disposal agency inspection on call. At such installations, if a disposal agency inspector cannot be provided within the time limits prescribed in paragraph 75, the declaring installations will certify the declaration and forward it to the disposal agency without a joint inspection. If an inspector is available, the War Assets Administration inspector's certification will also be shown on the declaration form.

b. The responsibilities of the inspectors referred to in *a* above are as follows:

(1) To determine, in collaboration with the installation commander or his representative, what descriptive data are required to complete the declaration form.

(2) To make spot inspections as may be deemed necessary to insure that data shown on the declaration forms are accurate and complete.

(3) To review all lots of surplus personal military property which are not in substantially new condition.

(4) To furnish a delivery order to obtain samples when needed.

(5) To examine declaration forms before they are dispatched to the disposal agency to insure that they are completely filled out, except as provided in *a* (3) above.

(6) To examine promptly all items not already determined to be scrap or salvage, for the pur-

pose of deciding, with the concurrence of the commanding officer of the installation, whether a scrap panel shall be requested from the regional office of War Assets Administration to consider the item for the purpose of issuing a scrap certificate.

74. Processing of Surpluses

a. General. Joint review of items being declared surplus will be accomplished by the installation commander or his representative and WAA inspectors for joint determination as to descriptive data required on declaration forms to support the declaration, and how much physical inspection and classification of property is necessary to insure sale by the War Assets Administration. The installation commander or his representative will be responsible for the inventory and inspection of property being declared. The installation commander or his representative signing declaration forms will be considered as having certified quantities, condition, and description appearing thereon.

b. Segregation. Segregation and earmarking of surplus property will be accomplished in accordance with provisions of Procurement Regulation 7, as amended.

c. Accessibility to Public. (1) The display and sale by disposal agencies of surplus property in all installations will be permitted. Inspection of surplus by prospective buyers will be permitted Monday through Friday of each week between 0900 and 1630, except that minor changes may be made in this schedule by the installation commander in conjunction with the WAA inspector if it interferes with the proper functioning of the installation.

(2) Upon request of the WAA inspector and if the physical lay-out of the installation permits, a separate building or part of a building will be used exclusively for the display and sale of surpluses as arranged by the WAA inspector. This display should include in one location samples of surpluses of all technical services. This space should be near the entrance of the installation. Samples of nonsegregated surpluses will normally be made available in the display rooms.

d. Samples. The installation commander will be responsible for furnishing upon request to the appropriate WAA regional offices or to its inspector typical samples of any declared item without delay. In instances where a declared lot is composed of substantially similar items but containing several variations of the items, it may be necessary to supply a separate sample for each major variation. Paper work involved in furnishing of samples will be kept at a minimum and may be accomplished after delivery of the samples.

e. Withdrawals. Withdrawals after declarations will not be made without prior consent of the chief of technical service or his authorized representative, the commander of the appropriate air matériel area, or Army, ZI, and WAA regional office. All withdrawals will be substantiated by appropriate declaration forms.

f. Changes in Location. (1) The installation commander will take necessary action to insure that the appropriate WAA regional office is promptly notified whenever any declared property is transferred to any site which would require changing the location shown on the original declaration form.

(2) In all cases where it becomes necessary to make reference to declaration forms already submitted to disposal agencies, such reference will include both the reporting agency number and the disposal agency control number as indicated on the acknowledgment of the disposal agency of receipt of the declaration form.

g. Shipping. (1) The installation commander will be responsible for the proper packing, crating, loading, and shipping of declared property promptly in accordance with definite shipping instructions received from the *appropriate* WAA regional office, and in accordance with the provisions of paragraph 725.11, Procurement Regulation 7. Shipment will be accomplished within 10 working days from receipt at the installation of correct and definite shipping instructions from the disposal agency.

(2) The appropriate WAA regional office will be responsible for including in shipping instructions to the respective installations information such as the declaration form identifying control number assigned by the reporting agency, specific line items, and stock numbers appearing on the original declaration forms, and such other infor-

mation as may be necessary to enable the installation commander readily to identify the property called for in the shipping instructions.

h. War Department—WAA Coordination. Difficulties and differences of opinion between the installation commander and the WAA inspector will be settled locally as far as possible. The WAA inspector will have authority to determine the extent of the information required on the declaration forms. He will carefully weigh and avoid excessive costs of inspection against ultimate returns. He will accept data which proves that any particular inspection request entails excessive costs. In instances where local settlement of differences is impossible, including decision as to whether a scrap panel should be called, the installation commander will appeal to the War Department regional liaison officers described in paragraph 77. Such appeals will be made through the next higher headquarters of the appropriate command when so directed by proper authority.

75. Establishment of Processing Time Limits

a. The installation commander will dispatch declaration forms to the appropriate regional office properly completed to the satisfaction of and approved by the WAA inspector, within 10 working days from receipt by depots of notice to declare the property or from determination as surplus by the station commander.

b. WAA inspectors have been instructed that there must be no delay in approval. In cases where approval by the WAA inspector cannot be obtained within the 10-day period prescribed in *a* above, the installation commander may extend such period, but in no event more than to the 20th day. Declaration forms, properly certified by the installation commander or his representative, will not be submitted to the appropriate regional office later than the 20th day from receipt by depots of notice to declare the property, or from date of determination as surplus by the installation commander.

c. When the extension beyond the first 10-day period described in *b* above is given by the installation commander and the inspector's approval has not been obtained within 5 days (that is, 15 days from receipt of notice by depots to declare the property or from date of determination as surplus by the installation commander) the installation commander will notify the War Department liaison officer and the proper WAA regional director through the appropriate commander by telephone that the extension has been given and that whatever action is necessary to insure approval before the 20th day must be taken.

d. When determination has been made and concurred in that a scrap panel should be called or when appeal has been made to the War Department regional liaison officer in any particular case, the above 20-day limit for approval by the inspector will be waived.

e. Scrap certificates will not be accepted on declarations which have been forwarded to the regional office of the disposal agency, either with approval of the inspector, or without such approval after action has been taken in accordance with *c* above.

f. Where material has been declared to a disposal agency and that agency did not have an opportunity to inspect the property prior to declaration, the disposal agency upon request may make an inspection of the property. If the results of the inspection so warrant, and the installation commander approves, a scrap panel may be called to determine whether or not a scrap certificate will be issued and the property returned to the control of the installation commander for disposal as scrap.

76. Facilities for WAA Inspectors and Prospective Purchasers

a. The installation commander will aid assigned WAA inspectors in every way possible within the limits of installation facilities. Such aid will include but not be limited to desk facilities, local telephone service, intra-installation transportation on call for inspection purposes, and when available, such labor as may be required to make surplus property accessible to such inspectors.

b. At the time of sales by the disposal agency, the installation commander will render all possible aid to prospective purchasers. Prior to sales, the installation commander will permit inspection by prospective purchasers in accordance with paragraph 74*c*.

77. War Department Resident Liaison Officers at WAA Regional Offices

The War Department has assigned a resident liaison officer to designated WAA regional offices. These officers will represent the War Department in expediting the proper declarations and movement of Army surpluses throughout the region.

78. Preparation of Declaration Forms

a. DESCRIPTION. (1) The installation commander or his representative will jointly review with WAA inspectors prior to filling out declaration forms all items to be declared for the purpose of determining the descriptive data to be shown on the declaration forms.

(2) In addition to military nomenclature and official stock number, the installation commander will cause line items to be described in usual commercial terms to include such details as are available without excessive cost and which will normally affect the ultimate price for sale in a civilian market. The WAA Handbook of Standards will be used as a guide. Exceptions to the foregoing will have the approval of the WAA inspector, who may decide certain specifications are unnecessary or do not warrant the expense involved. The description will refer by separate line item to variations in size, color, unit of measure, dimensions, packaging, and other characteristics of similar items which will affect the final return to the Government. In writing separate line items for the above variations, the installation commander and the WAA inspector may agree to use of the words "same as above" to be substituted for complete retyping of description for each line item variation.

(3) Whenever practical, the name of the manufacturer, model, and serial number will be furnished on such property as automotive, construction equipment, farm machinery, business machines, typewriters, and similar property which is normally marketed by reference to such data.

(4) Every effort should be made to confine the necessity for uncrating to obtain serial numbers, etc., to a single operation for declaration and sales purposes. The name of the manufacturer or the serial number will be shown on any line item when such information is a requisite to additional recovery from the sale and the cost of obtaining this data will justify such cost.

(5) Description of items subject to deterioration or usually marketed within time limits will contain information necessary to determine the current utility of such items.

(6) In cases where oversea packed items warrant the expense of opening for inspection, the installation commander will accomplish such openings for WAA inspectors. Ordinarily, supply catalog stock and procurement records and data appearing on the container will provide satisfactory descriptive data, but in cases where oversea packed items warrant opening for complete accuracy of inventory and condition because of increased sales realization, the installation commander will cause such items to be opened.

(7) WAA inspectors will conduct inspection on a minimum spot check basis. Such spot checks will be no more than that necessary to enable the WAA inspector to assure himself that declarations are being submitted accurately.

(8) Photographs or descriptive cuts may be submitted with the declaration of items difficult to describe or in cases where military description is at considerable variance with normal civilian usage.

(9) The installation commander will be responsible that declaration forms are dated as of the day the forms are transmitted to the WAA regional office.

(10) The installation commander will review all previous declarations which are returned by WAA regional offices with justification as to the need for additional information. The installation commander will establish the same time limits for processing these papers as for notices received to declare items surplus. WAA regional offices will return these declarations on a progressive basis to avoid undue impact upon installation operations.

b. CONDITION. (1) In determining the condition to be reflected for each line item declared, the installation commander or his representative and the WAA inspector will jointly consider costs of inspection versus sales realization. Any property in a condition other than as originally shipped by the manufacturer will reflect the exact condition. If either the original container or the property is

shopworn, water-soaked, deteriorated from exposure, or otherwise affected by a cause which alters its original commercial value the condition code will reflect this condition.

(2) Identical property in varying condition categories will be entered as different line items on declaration form to reflect the exact quantity in each condition. In such cases, the installation commander or his representative and the WAA inspector may agree to use of the words "same as above" in lieu of the complete retyping of description.

c. QUANTITY. Prior to executing a declaration form, the installation commander will take all action necessary to insure that the disposition quantity reflected will be actually available for disposal. The quantity shown on the declaration should represent an actual inventory count taken at the time the property is declared.

79. Provisions for Operating Equipment at WAA Disposal Centers

At surplus installations where War Assets Administration desires to operate a disposal center for effecting sales of surplus property, the War Department will make available essential operating equipment to assure continued and uninterrupted operation of the activity. The determination and provision of essential operating equipment will be made in accordance with the following:

a. A joint committee will be formed to represent the installation commander and the War Assets Administration for the purpose of determining those items of operating equipment, on hand at the installation, essential for handling the declared surplus property at the WAA disposal center. Quantities of such operating equipment will be kept to a minimum consistent with effective operation of the activity.

b. After determination of items essential for the continued and uninterrupted operation of the disposal center, the installation commander will—

(1) Declare surplus to War Assets Administration all items not in critical short supply determined to be essential in accordance with the provisions contained in *a* above.

(2) Maintain appropriate property records at the installation, or arrange for records to be kept at an adjacent installation, and issue to War Assets Administration on a loan basis those items in critical short supply determined to be essential in accordance with the provisions contained in *a* above. These items will be recaptured and returned to supply channels when no longer required for the operation of the disposal center.

(3) Initiate action to effect substitution of essential items in critical short supply, following procedure outlined in paragraph 15.

SECTION X

PROCEDURE FOR PROCESSING SURPLUS PROPERTY FOR LOCATION SALES IN INSTALLATIONS IN CONTINENTAL UNITED STATES

80. General

This section outlines operating procedures for conducting location sale programs, and are designed to expedite site clearance and disposal of surplus personal property at Army installations. Location sales may be conducted directly by War Assets Administration or by contractors employed by War Assets Administration for that purpose. Buyers at location sales will expect to make their purchases in a single trip and secure delivery as quickly as the shipping facilities at the sale site will permit.

81. Scope

a. These instructions apply to all War Department installations in the continental United States except War-Department-owned contractor-operated industrial establishments. They apply to both military and nonmilitary surplus personal property, *except:*

(1) Aircraft component parts and other aeronautical property.

(2) Electronics.

(3) *Serviceable* automotive spare parts determined surplus by ordnance depots.

b. The above excepted items will be declared on declaration forms prescribed by War Assets Administration, to offices designated by that agency, and shipped on instructions issued by such designated offices.

82. Facilities and Services

a. To the extent available within budgetary and personnel limitations, installation commanders of installations at which location sales are to be conducted will provide such of the following facilities and services as may be mutually agreed between the installation commander and the representative of War Assets Administration to be necessary for the successful operation of the location sale at the installation concerned:

(1) Parking space for cars of customers and War Assets Administration employees.

(2) Office and display space.

(3) Display equipment such as tables, bins, and panel boards.

(4) Office furniture and equipment.

(5) Photostatic, duplicating, addressograph, and other services of similar nature.

(6) Intrapost telephone service. Pay telephone service, local or long distance, and commercial telegraph service may be provided for War Assets Administration personnel and customers by local arrangements with commercial companies.

(7) Utilities such as light, heat, water, and toilet facilities.

(8) Police and fire protection; janitor service; public address system.

(9) Transportation within the site for War Assets Administration personnel and customers.

(10) Billeting and messing facilities for War Assets Administration personnel where necessary.

(11) Lunch and soft drink concessions for War Assets Administration personnel and customers where necessary.

(12) Traffic direction signs on and leading to the site if needed to guide customers.

(13) Arrangement of security regulations and practices to facilitate the admission of prospective customers and inspection of the items on sale.

(14) Any necessary movement, rearrangement, and display of items to be sold.

(15) Use of available materials handling equipment.

b. If the installation commander and the WAA representative are unable to agree as to the minimum essential services and facilities necessary, the advice and assistance of the War Department

liaison officer at regional offices of War Assets Administration will be requested.

c. If resources available to the installation commander are not sufficient to provide the minimum essential services and facilities, application will be made through channels for authority to provide the additional services and facilities required. All intermediate commanders will take affirmative action to meet such requests within the resources available to them.

83. Notice of Location Sale

War Assets Administration will determine that property at a specified location is to be disposed of on a location sale basis. A notice of the location sale will be released by WAA Washington office to its appropriate regional offices, to the War Department, and to the installation commander having jurisdiction over the site at which the property is physically located.

84. Cut-off Date

Upon receipt of notice that a location sale is to be conducted, the installation commander, and the WAA location sale representative will set a cut-off date after which date declarations to the regional office of War Assets Administration will be discontinued.

85. Lists of Surplus Articles

The installation commander will, on the cut-off date, make available to the location sale representative a list of all articles in the surplus property account (except those articles which are disposed of by agencies other than War Assets Administration).

a. Where surplus property records are maintained on electric accounting machines, installation commanders will prepare the list on WAA approved forms furnished by the location sale representative.

b. Where surplus property records are not maintained on electric accounting machines, WAA personnel will prepare the list at the site, on WAA forms, by extracting data from the surplus property records of the installation.

c. The list of articles obtained by the location sale representative will furnish basic sales data. Therefore, installation commanders will insure that items on the lists contain the unit cost and that the articles will be available for disposal. Declarations will be brought up to date (taking into consideration corrections, withdrawals, and scrap orders received) to meet the cut-off date as agreed upon between the installation commander and the location sale representative. Total declarations awaiting delivery orders at this point should be in balance with the surplus property account. Where necessary, joint inspection of surplus property will be accomplished by representatives of the installation commander and WAA inspectors to conform quantity, condition, description, and, where possible, the standard commodity classification.

86. Procedure During Location Sale Period

After cut-off date, the installation commander is responsible that—

a. All items determined to be surplus during the location sale period are transferred to the surplus property account and reported to WAA location sale representative by means of location sale reporting forms prescribed by WAA. No declarations will be submitted for any item between the cut-off date and the final closing date of the location sale, except as otherwise provided in paragraph 81. Transfers to the surplus property account during a location sale will be considered as declarations.

b. No War Assets Administration corrections, withdrawals, or scrap orders are processed during the period of the location sale program. Withdrawals for Army use will only be made with the concurrence of the WAA representative at the site.

c. When property sold at site is ordered shipped, one copy of the sales document is duly executed and forwarded to the accounting division of the regional office of War Assets Administration; one copy of the sales document, supported by evidence of shipment or delivery, is retained at the installation as a credit voucher to the surplus property account.

d. The total War Department cost of items sold is abstracted from the WAA sales document. This document will be signed by an authorized representative of the installation commander at which time the total cost will be abstracted and appropriate record maintained.

e. Postings to the surplus property account are kept current at all times.

87. Termination of Location Sale

Upon termination of a location sale program at an installation, the War Assets Administration will prepare declaration forms as follows (these procedures are applicable only upon completion of all cycles of a location sale):

a. Declaration form prescribed by War Assets Administration will be prepared and will be supported by a listing of the sales effected during the location sale program. This action is for the purpose of adjusting WAA accounts of the regional office. This listing of sales should agree with the total number of items appearing on all copies of sales document which have been retained by the installation commander as a credit voucher to the surplus property account.

b. Declaration adjustment form prescribed by War Assets Administration will be prepared and will be supported by a listing representing the total reported cost of the property which was reclassified to "Miscellaneous property unclassified, at location sales." This action clears WAA records at the regional office of property originally declared on declaration forms and transfers the total cost of such property to the location sale. Installation records are not affected.

c. The two forms referred to above will be signed by an authorized representative of the installation commander.

88. Adjustment of Records

The installation commander will adjust his surplus property account as follows:

a. At the close of the location sale (or in the case of a "continuous" type sale, at the end of the final cycle) a final physical inventory will be taken. This inventory covers only the residue of items included by WAA in the location sale.

b. An inventory adjustment report will be prepared as a voucher to the surplus property account for the purpose of balancing stock record figures with actual stock on hand. The inventory adjustment report will be processed in accordance with existing regulations applicable to regular stock, except as otherwise provided in *c* below.

c. A board will be convened consisting of one officer representing the installation commander, one representative of the War Assets Administration, and one disinterested individual, preferably a property auditor representing and under the supervisory control of the fiscal director of the army. The board will be charged with responsibility for examination of the inventory adjustment report and conducting any further survey or investigation deemed necessary to insure that the interests of the Government have been adequately protected. The board will render a report of its findings which, together with the inventory adjustment report and any survey conducted, will be submitted to the installation commander for his approval or other action deemed by him to be appropriate in case the report is not approved.

d. The adjusted surplus property account will be redeclared to the regional office of War Assets Administration on authorized declaration forms. This action should bring installation records into agreement with WAA regional office records.

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